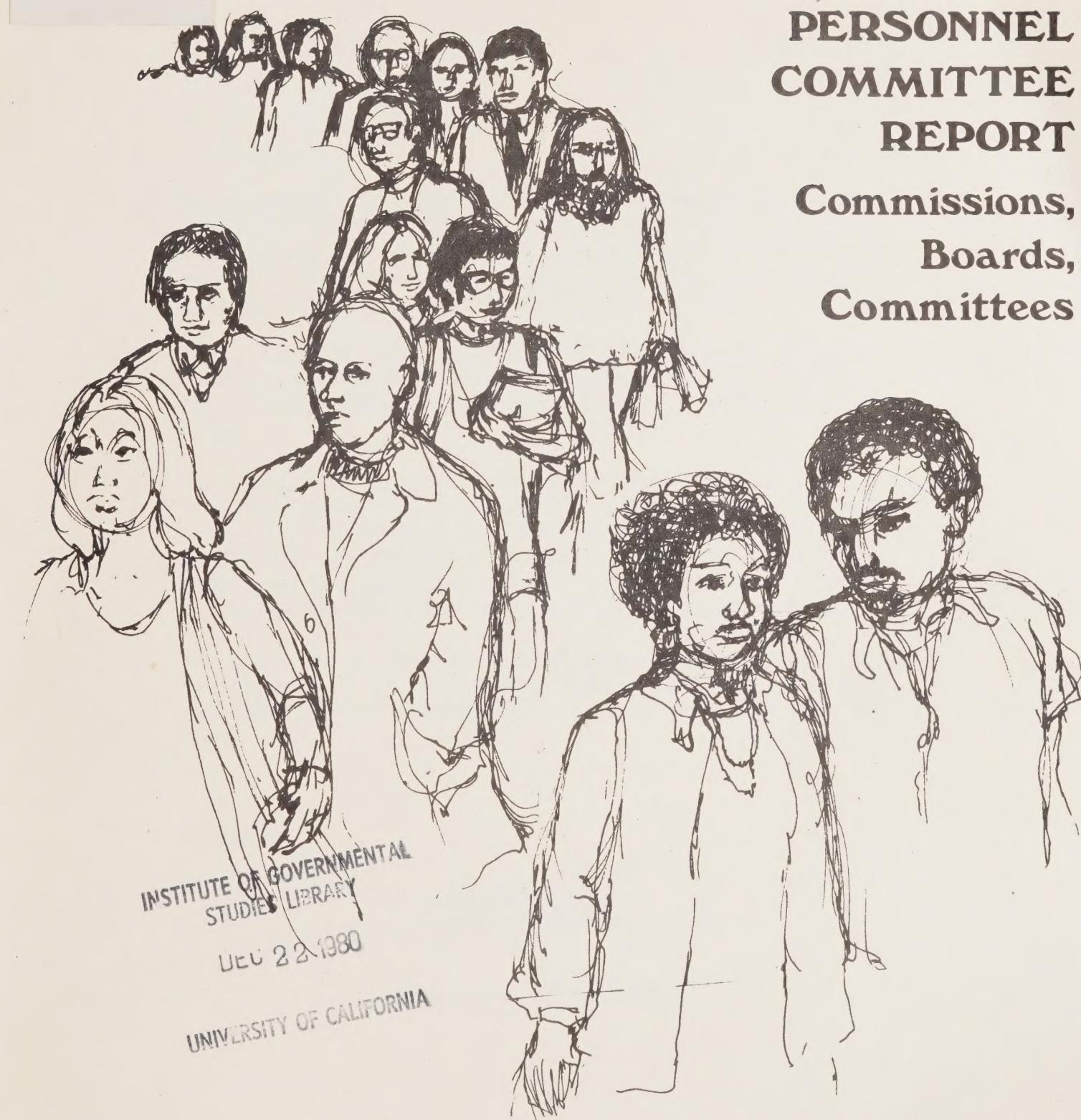


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Dale Marshall

**PERSONNEL
COMMITTEE
REPORT
Commissions,
Boards,
Committees**



**Presented to the San Jose City Council
October 28, 1975**



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The Honorable Mayor Janet Gray Hayes
and City Council

We are pleased to submit the report on commissions, boards and committees in response to the request of the San Jose City Council. The request involved a comprehensive review of Council created advisory bodies, commissions, boards and committees, in order to insure the continued effectiveness of the citizen participation process within our City government.

To our knowledge, this review was the first comprehensive look at our advisory bodies by a Committee of the Council. We recommend strongly that periodical review of Council advisory bodies be undertaken in the future.

The Council is fortunate to have the assistance and commitment of the 136 commission members, 69 board members, and approximately 159 committee members who meet for more than 100 hours per month. They generate more than 36,000 person hours per month, or over 432,000 person hours a year of voluntary public service. It is this commitment to citizen participation that contributes to making San Jose an outstanding City.

The cooperation and assistance of many individuals and groups made this report possible. We wish to acknowledge with appreciation, the cooperation and participation of the staff of the Office of Community Relations in the study.

Sincerely,

Jim Self, Chairman
Al Garza
Susanne Wilson

James Self
Alfredo Garza, Jr.
Susie Wilson

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INTRODUCTION

On April 10, 1975 the City Council directed the Personnel Committee, composed of Councilmember Jim Self, Chairperson, Councilmember Susanne Wilson, and Councilmember Al Garza, to conduct a study of Council created commissions, boards and committees.

The primary purpose of this review was to develop recommendations for council consideration which would enhance the working relationship between the Council and its commissions, boards and committees, in order to improve coordination and increase the effectiveness of citizen participation as a whole.

The City Council is the elected policy making body for City government. Traditionally, the San Jose City Council has utilized citizen advisory bodies because of its commitment to citizen participation. The Council is, of course, the paramount citizen participation structure in the City, and the focal point of citizen participation in San Jose.

Forty commissions, boards and committees and other groups have been created over the years by the Council to assist them and to advise the City in various areas. Typically, these groups serve as extensions of the Council, reporting, providing advice, and making recommendations to the City Council, although many are empowered to be the final decision making body. The creation of these advisory bodies by the City Council occurred in an unplanned manner — commissions and committees have been created, advisory groups have drawn together and citizen participation efforts have been federally mandated. The result has become a patchwork quilt of commissions, committees, groups and individuals working toward diverse goals with inadequately defined responsibility and authority. The array of groups impacting upon the Council and elsewhere within the City deplete Council time, create enormous staff costs and lend to dissatisfaction and frustration on the part of citizens volunteering their time.

In its deliberations, it became apparent to the Personnel Committee that by clarifying the duties, responsibilities, and roles of the various citizen advisory efforts, it would be possible to strengthen citizen participation thereby improving the effectiveness of the City Council and City Management. At the outset it was recognized that the problems were complex and that there were severe time constraints. Moreover, base data on each advisory body had to be extracted and a reporting mechanism developed. For these reasons the Personnel Committee confined its efforts to two types of recommendations — general and specific — and sees this study as Phase One of a continuing process to address the issue of more effective citizen participation.

The Personnel Committee pursued the following procedure to arrive at its conclusions and recommendations. First, it directed the Staff of the Office of Community Relations to develop background information, historical overviews, and analysis on the forty commissions, boards and committees created by and reporting to the Council. Second, it then directed the Staff of the Office of Community Relations to interview the support Staff of each advisory body for their evaluations of the respective body. Thirdly, the Personnel Committee sent correspondence to chairpersons of each commission, board and committee requesting a written evaluation of their group based on a prescribed format. Fourthly, a series of meetings were then scheduled during the last weeks of July and August between the Personnel Committee and each of these groups to discuss the role of each group and its relationship to the Council. On the above basis, the Personnel Committee developed this final product.

The Personnel Committee has recommended that *six* groups be terminated immediately (Boards of Electrical Examiners and Electrical Code, ~~Housing Task Force~~, Beautification Committee, Plaza de Guadalupe Action Board, Projects 75), that *three* groups be terminated after completion of their assigned tasks (~~General Plan~~ Coordinating Committee, Environmental (Commission) Task Force, Measure B), that *six* groups be terminated pending consolidation into one Board of Appeals (Appeals Commission) (Building, Plumbing, Mechanical, Boiler Advisory and Licensing, Public Nuisance, and Licensing and Permit), and that two groups be reviewed for continuing need (CCIC, Tenant-Landlord). The Personnel Committee recommends that *twenty-four* groups remain in tact as is.

As a result of these various shifts, we are accomplishing an immediate savings of \$46,050 by terminating the six groups and an additional savings of \$324,432 upon later termination of the three groups now completing their assigned tasks. These monetary savings will be realized through staff time being shifted into other areas of productivity. In addition, it is possible that we can effect a reduction from the \$11,880 now currently being spent on the six boards being recommended for possible consolidation. Phase II may produce further savings should termination or consolidation of other groups be possible.

Also recommended are *nine* annual Committees of the Whole (Airport, Civil Service, Library, Public Solicitation, Senior Citizens, Sports, Parking Advisory; Fine Arts and Parks and Recreation to be held prior to budget hearings); *one* semi-annual Committee of the Whole (Planning Commission), totaling *eleven* Committees of the Whole to be held during each calendar year. The Personnel Committee further recommends that a Committee of the Whole be held as soon as possible with CCIC, Environmental Commission, and General Plan Coordinating Committee, in accordance with the Specific Recommendations.

Phase Two, which will be the final report, should be completed by February 1, 1976. With the completion of this report the Personnel Committee has carried out its initial charge and views the followup of the recommendations as the next important phase in addressing the challenge of making citizen participation more effective in the City of San Jose.



General Recommendations

GENERAL RECOMMENDATIONS

1. It is felt that due to individual council members' schedules, liaisons for each advisory commission, board, and agency are not practical. Therefore, the Mayor should designate a council member to each commission who would serve as the Council contact person, but not necessarily have to attend the respective meetings.
2. Each commission should, in turn, designate its chairperson or vice-chairperson as the Council liaison representing the commission in working with the Council contact person.
3. It will be the contact person's responsibility to respond with the Council's directions within 30 days, to any report submitted by a commission.
4. Should the need for a Committee of the Whole arise, the commission's liaison, its Council contact person, and the Mayor should meet to determine items for discussion and the appropriate needed action, and also to set the agenda.
5. Whenever the Administration submits a report for Council action, the name of the appropriate advisory commission for possible Council referral should be included.
6. Any directive from a Commissioner to staff requiring lengthy or excessive preparation, should necessitate a majority consensus of the Commission.
7. The minutes of the advisory commission's meetings shall be sent to the Mayor's Office for routing to the remainder of the Council.
8. Subcommittees of the commission shall be formed to research special projects of the commission. The structure of this subcommittee should be such that its members do the bulk of the necessary investigative work instead of staff.
9. Information and perceptions of the members of the different commissions, boards, and committees regarding their own roles and responsibilities are often inaccurate. It is recommended to develop an ongoing educational program for these citizens volunteering their time. While this program need not be massive, it should include an initial orientation, annual in-service training, the providing of some written materials describing the duties of commissioners generally and of the affected commission specifically.
10. The creation of a "Commission Referral" is proposed to permit routine Council review of major or unusual undertakings by commissions, boards, and committees. This system would function in the following manner:
 - 1) A staff member working with a commission, board, or committee would initiate a referral when either of the following conditions prevail:
 - a. A commission directs that a referral be sent to Council for Council information.

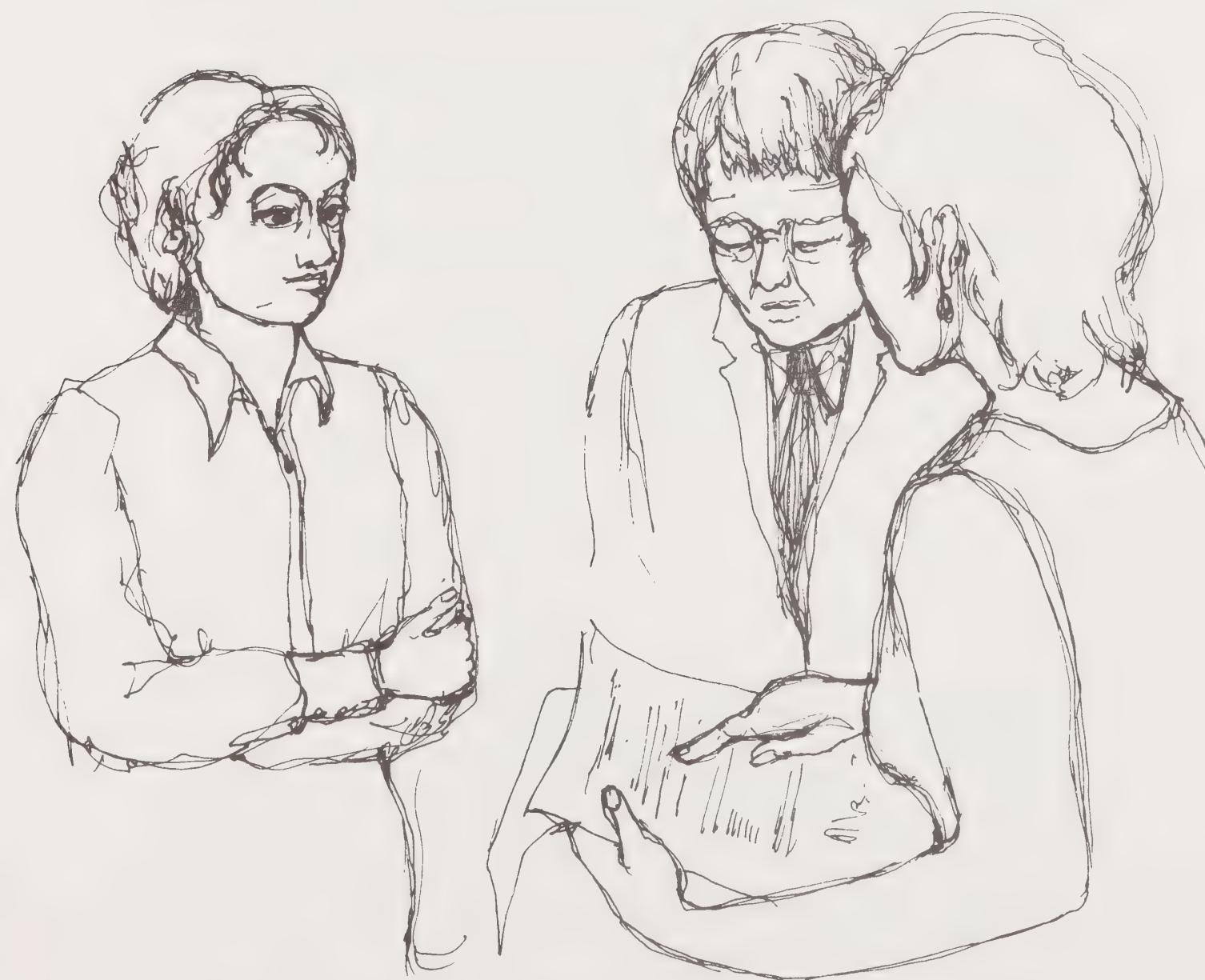
- b. A commission proposes to embark on a major undertaking involving either significant staff time, consequential policy decisions, or an issue which may affect other commissions, boards, or committees.
 - c. A commission directs staff efforts which are not clearly consistent with either staff responsibilities or the guiding goals, objectives and policies of the commission.
- 2) A commission referral is prepared by the staff person briefly summarizing the proposed project or activity, an estimate of staff time or other costs involved, and other pertinent information. The original of this commission referral would be forwarded to the City Council contact person for preparation as a Council agenda item, a copy remaining with the commission, and an additional copy being forwarded to the Manager's Department, Office of Community Relations.
- 3) The City Council would review the referral, contact the commission if necessary, and determine if the program or activity is appropriate.
- 4) The City Manager would direct necessary staff involvement.

This mechanism requires the creation or review of a clear statement of goals, objectives, and policies through discussions with City Council, the commission, and appropriate staff. In most cases such guiding statements exist in one form or another.

This proposed mechanism is not intended to markedly change commission/staff relationships and it is not expected that it would be used frequently or routinely. Most commission and staff activities are clearly consistent with commission goals and objectives. This proposed mechanism is intended to reaffirm and tighten the relationship between the City Council and its commissions and to provide a structured means of resolving occasional points of difference or confusion among staff and commissions.

- 11. The Personnel Committee shall revise and individualize the present application forms and periodically update the forms to suit the specific requirements of the commissions, committees, and boards.
- 12. The commission, committee, and board members shall be required to abstain from discussion and voting on any item where there might be a conflict of interest.
- 13. Task Forces shall be created to study and review certain issues and/or areas of concern as the need arises, and that these task forces terminate once they have accomplished their assigned tasks.
- 14. That the City Council classify the advisory bodies into three main types: Commissions, committees, and task forces:
 - 1) **Commissions:** Advisory bodies which are long termed.
 - 2) **Committees:** Advisory bodies which exist for specific tasks for over a one-year period.
 - 3) **Task Forces:** Advisory body having short-term ad hoc status because of task orientation.
- 15. Consideration should be given to establishing a Dangerous Buildings Commission.

Specific Recommendations



SPECIFIC RECOMMENDATIONS

The Personnel Committee recommends:

1. **AIRPORT COMMISSION** (see page 15)
 - a. That a Committee of the Whole be held annually.
2. **BICENTENNIAL COMMISSION** (see page 16)
 - a. That the Bicentennial Commission begin to develop alternative sources of funding, if it plans to continue beyond the Bicentennial celebration date of 1977.
 - b. That the 1976-77 budget hearings determine the Commission's level of funding next year. The Council's financial commitment should not extend beyond the 1977 date.
3. **CIVIL SERVICE COMMISSION** (see page 16)
 - a. That a Committee of the Whole be held annually.
 - b. That a contact person be responsible for officially informing Civil Service Commission (CSC) of Council's actions relating to appeals from that body.
 - c. That department heads, themselves, respond either written or in an appearance to any reasonable request of the CSC.
 - d. That Section 1001, item (f) be amended to empower the CSC to investigate City departments with sufficient justification. CSC should develop criteria for investigation. Such criteria to be approved by Council and incorporated in Section 1001.
 - e. That the chairperson of the Affirmative Action Advisory Committee (AAAC) serve as an Advisor to the CSC.
 - f. That the CSC and the AAAC meet semi-annually to discuss activities, programs, progress, and relationship.
 - g. That minutes be forwarded to AAAC.
4. **ENVIRONMENTAL COMMISSION** (see page 17)
 - a. That the Environmental Commission be designated as the Environmental Task Force, responsible to the City Council, to develop environmental guidelines and alternatives for implementation for the future growth needs of San Jose. The Task Force shall be given six months to complete this charge, whereupon the Task Force shall meet with the Committee of the Whole to report. The Task Force shall then terminate.
5. **FINE ARTS COMMISSION** (see page 18)
 - a. That a five-year funding plan be developed for potential funding of cultural groups.
 - b. That a Committee of the Whole be held annually prior to the Fine Arts Commission hearings on upcoming budget allocations.

- c. That the Chairperson meet semi-annually with the Chairpersons of the Library, Parks and Recreation, Senior Citizens, Sports, and Youth Commissions to discuss their relationship in order to better coordinate their activities.

6. HISTORIC LANDMARKS COMMISSION (see page 19)

- a. That a master list of historic sites be developed and prioritized. All matters then should be balanced against this list.
- b. That the Commission investigate means of securing funds from public and private sectors for the preservation of historical sites.

7. HOUSING AUTHORITY COMMISSION (see page 20)

- a. That the recommendations of the September 1975 Arthur D. Little study be implemented.

8. HUMAN RELATIONS COMMISSION (see page 20)

- a. That a new ordinance defining and relating the roles, responsibilities and authorities of the Commission be developed through a process involving the Council, the Commission, staff, and the City Attorney. Examination of the existing ordinance should include an evaluation of the relationship or responsibilities to enforcement authority, to the levels of government. The new ordinance should delineate specific and achievable goals compatible with City goals. Staff should also evaluate projected costs of all programs resulting from defined goals.
- b. That the number of commissioners be reduced to no more than eleven members by attrition.
- c. That the Commission qualify its direction, establish a work plan and establish a time limit of specific goals for presentation to the City Council.

9. LIBRARY COMMISSION (see page 22)

- a. That an annual Committee of the Whole be held.
- b. That the Chairperson meet semi-annually with the Chairpersons of the Fine Arts, Parks and Recreation, Senior Citizens, Sports, and Youth Commissions to discuss their relationship in order to better coordinate their activities.

10. PARKS AND RECREATION COMMISSION (see page 23)

- a. That all capital improvement plans regarding park development or improvement be referred to this Commission for review.
- b. That an annual Committee of the Whole be scheduled prior to budget hearings so that due consideration can be given to recommendations developed from a review of park capital improvement programs.
- c. That the Parks and Recreation Commission and the Sports Commission meet twice a year to coordinate and facilitate the scheduling of such activities as the Little League, Pop Warner League, Bobby Sox, PAL, etc.

- d. That the Chairperson meet semi-annually with the Chairpersons of the Fine Arts, Library, Senior Citizens, Sports and Youth Commissions to discuss their relationship in order to better coordinate their activities.

11. PLANNING COMMISSION (see page 24)

- a. That no two Planning Commissioners live within the same planning area.
- b. That a Committee of the Whole be held with the Planning Commission semi-annually.

12. PUBLIC SOLICITATION COMMISSION (see page 25)

- a. That Code Section 4333 (appeal) be amended to read: If the San Jose Public Solicitation Commission shall refuse to approve an application for a permit, or if such permit already issued shall be suspended or revoked, the person affected thereby may appeal to the Board of Appeals.
- b. That an annual Committee of the Whole be held with this Commission.
- c. That an annual report of its activities be submitted to the City Council prior to an annual Committee of the Whole being held with this Commission.
- d. That the empowering ordinance now under revision be submitted at the earliest possible date.

13. SENIOR CITIZENS COMMISSION (see page 26)

- a. That the Commission continue to evaluate the needs and develop workable solutions in the areas of individual retirement, leisure time use and recreational facilities.
- b. That an annual Committee of the Whole be held with this Commission.
- c. That the Chairperson meet semi-annually with the Chairpersons of the Fine Arts, Library, Parks and Recreation, Sports, and Youth Commissions to discuss their relationship in order to better coordinate their activities.

14. SPORTS COMMISSION (see page 27)

- a. That the Commission reexamine and evaluate its role within the City. The Commission needs to clearly define its role and function with consideration given to revising its present ordinance.
- b. That a Committee of the Whole be scheduled annually.
- c. That a \$5,000 revolving fund be established for the use of this Commission to facilitate the petty cash requirements of sports promotion in San Jose. The Commission will be responsible for maintaining the initial \$5,000 balance through community contribution.
- d. That the Commission meet twice yearly with the Parks and Recreation Commission as previously detailed.

- e. That the Chairperson meet semi-annually with the Chairpersons of the Fine Arts, Library, Parks and Recreation, Senior Citizens, and Youth Commissions to discuss their relationship in order to better coordinate their activities.
15. **YOUTH COMMISSION** (see page 28)
- a. That the goals and objectives be redefined and a work program established.
 - b. That the Chairperson meet semi-annually with the Chairpersons of the Fine Arts, Library, Parks and Recreation, Senior Citizens, and Sports Commissions to discuss their relationships in order to better coordinate their activities.
16. **ADVISORY BOARD OF HEALTH** (see page 28)
- a. That a semi-annual report be submitted to City Council outlining the status of program delivery and allocation of monies to the City of San Jose by the County Health Department. The reports should also contain any other related information deemed significant by the Board.
 - b. That as an objective, explore means of informing the citizens of San Jose of the health services available to them.
 - c. That the Board seek representation of City of San Jose on the new County Health Service Agency on a population proportional basis.
17. **BOARD OF APPEALS OF BUILDING CODE** (see page 29)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Plumbing, Boiler Advisory and Licensing, License and Permit, Public Nuisance, and Mechanical Code, to form one Board to handle all such appeal processes. The Board should also assume four additional areas of appeal responsibility – jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendations by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.
 - b. That upon completion of consolidation, this Board be terminated.
18. **BOARD OF APPEALS OF MECHANICAL CODE** (see page 30)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Building Code, Plumbing, Boiler Advisory and Licensing, Public Nuisance, and License and Permit, to form one Board to handle all such appeal processes. The Board should also assume four additional areas of appeal responsibility – jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendations by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.
 - b. That upon completion of consolidation, this Board be terminated.
19. **BOARD OF APPEALS OF PLUMBING CODE** (see page 30)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Building Code, Boiler Advisory and Licensing, License and Permit, Public Nuisance, and Mechanical Code, to form one Board to handle all such appeal

processes. The Board should also assume four additional areas of appeal responsibility — jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendations by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.

- b. That upon completion of consolidation, this Board be terminated.
20. **BOARD OF APPEALS ON PUBLIC NUISANCE** (see page 31)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Building Code, Plumbing, Boiler Advisory and Licensing, License and Permit, and Mechanical Code, to form one Board to handle all such appeal processes. The Board should also assume four additional areas of appeal responsibility — jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendations by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.
- b. That upon completion of consolidation, this Board be terminated.
21. **BOARD OF BOILER ADVISORY AND LICENSING** (see page 31)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Building Code, Plumbing, Public Nuisance, and License and Permit, to form one Board to handle all such appeal processes. The Board should also assume four additional areas of appeal responsibility — jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendation by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.
- b. That as a study area of the new Board, they evaluate departmental staff roles in the issuance of boiler and gas permits to eliminate conflicts.
- c. That upon completion of consolidation, this Board be terminated.
22. **BOARD OF ELECTRICAL EXAMINERS** (see page 32)
- a. That this Board be terminated.
23. **BOARD OF LICENSE AND PERMIT APPEALS** (see page 33)
- a. That a study be undertaken to consolidate this board with the Boards of Appeal of Building Code, Plumbing, Boiler Advisory and Licensing, Public Nuisance, and Mechanical Code, to form one board to handle all such appeal processes. The Board should also assume four additional areas of appeal responsibility — jewelry auction, public dance hall, non-intoxicating beverages and public solicitation. Such consolidation should be implemented upon recommendations by all existing Boards, coordinated by the Director of Property and Code Enforcement, effective immediately.
- b. That upon completion of consolidation, this Board be terminated.
24. **BOARD OF REVIEW OF ELECTRICAL CODE** (see page 34)
- a. That the Board be terminated.

25. **CIVIC IMPROVEMENT AUTHORITY** (see page 35)
a. None
26. **HOUSING BOARD OF APPEALS** (see page 35)
a. That the originating ordinance be amended to change the name to Housing and Relocation Board of Appeals.

b. That the appropriate ordinance be drawn up outlining Relocation functions as required by HUD.
27. **PLAZA DE GUADALUPE ACTION BOARD** (see page 36)
a. That the Board be terminated. When funding becomes available, consideration should be given to re-establishment of this Board.
28. **AFFIRMATIVE ACTION ADVISORY COMMITTEE** (see page 36)
a. That the City Manager personally meet with this Committee semi-annually and give the Council a status report on its activities and effectiveness, thereby requiring accountability.

b. That minutes be forwarded to Civil Service Commission (CSC).

c. That the Chairperson serve as an advisor to CSC.

d. That a member of the Committee for Removal of Architectural Barriers for Handicapped be appointed as a voting member of the Affirmative Action Advisory Committee, to serve as part of the total membership.

e. That the Committee designations be restructured to include the aforementioned and a citizen at large.
29. **BEAUTIFICATION COMMITTEE** (see page 37)
a. That the Committee be terminated.
30. **CITIZENS COMMUNITY IMPROVEMENT COMMITTEE** (see page 38)
a. That a Committee of the Whole be scheduled to determine future relationship with City Council.
31. **COMMITTEE FOR REMOVAL OF ARCHITECTURAL BARRIERS TO THE HANDICAPPED** (see page 39)
a. That a member serve on the Affirmative Action Advisory Committee.

b. That the empowering ordinance be amended to reflect a change in the title eliminating the word "Architectural."
32. **COMMUNITY DEVELOPMENT BLOCK GRANT STEERING COMMITTEE** (see page 40)
a. That the membership is evaluated to include representation from the participating neighborhoods and to reconsider the need for representation from the Redevelopment Agency and Model Cities.

b. That the membership is reduced to eleven (11) members.

33. **GOALS COMMITTEE** (see page 40)
a. That this Committee be recognized as a subcommittee of the CCIC and not as a separate Committee of the City.
34. **GP 75 COORDINATING COMMITTEE** (see page 41)
a. That a Committee of the Whole meeting be held for a status report.

b. That the Committee should be formally terminated upon completion of its assigned task.
35. **HOUSING ELEMENT TASK FORCE** (see page 41)
a. That the Task Force be terminated.
36. **MEASURE B TASK FORCE** (see page 42)
a. That the Task Force be terminated upon completion.
37. **PARKING ADVISORY COMMITTEE (SAN JOSE)** (see page 42)
a. That a Committee of the Whole be scheduled annually.
38. **PROJECTS 75 STEERING COMMITTEE** (see page 43)
a. That the Committee be terminated.
39. **SCHOOL PEDESTRIAN SAFETY COMMITTEE** (see page 44)
a. None
40. **TENANT-LANDLORD COMMITTEE** (see page 44)
a. That the Committee meet with representatives of the Housing Service Center and Human Relations Director to determine their interrelationship. A reexamination of the functions of this Committee is needed and should be correlated with the aforementioned bodies by the Director of Property and Code Enforcement. A final recommendation prepared jointly should be submitted to the Council.



Commissions, Boards, Committees

1. AIRPORT COMMISSION

History

Code Section (2237.1) Ordinance 12851 adopted 8-23-65.
This Commission has seven members serving four year terms.

Function

2237.5 Powers and Duties. The Airport Commission shall have the following powers, functions and duties:

- (a) The Airport Commission shall investigate, study and/or review any and all matters relating to the San Jose Airport as the City Council may from time to time refer to said Commission for investigation, study or review.
- (b) The Airport Commission may investigate, study and/or review any and all matters relating to the San Jose Municipal Airport as the City Airport Manager or the members of the general public may from time to time refer to said Commission for investigation, study or review, or which the Airport Commission may propose on its own initiative.
- (c) The Airport Commission shall submit to the City Council or to the Airport Manager, as appropriate, its report and recommendations respecting such matters. Neither the Commission, nor any member of the Airport Commission in such person's official capacity as member, shall submit any such report or recommendation to any person or body other than the City Council or Airport Manager unless such is first authorized by the Council. However, nothing herein contained shall be deemed to prohibit any member of the Airport Commission from submitting to others, on such person's own behalf as a private citizen and not on behalf of or as a member of the Airport Commission, any recommendations which such persons may wish to make respecting any matter relating to the San Jose Municipal Airport.
- (d) The Commission shall have no other function, power, authority or jurisdiction.

Analysis

Within the last six months the Airport Commission has prepared a report on Airport growth, and a curfew report curtailing airport activities from 11:00 P.M. until 7:00 A.M. The Standard Subcommittee of the Commission is currently involved in establishing equitable standards for business operation on the airport premises. The staff feels that the Commission is dealing constructively with the problems involved with Airport operations and that they are working within the intent of the establishing ordinance.

The Commission has been meeting regularly on a monthly basis and has held approximately 75 subcommittee meetings during the year. There appears to be no duplication of effort between this Commission and the Santa Clara County Airport Land Use Commission. Under normal circumstances, it is estimated that approximately eight hours of secretarial time and at least thirty hours of administrative staff time per month is required to support the Commission. The administrative time includes demands upon staff in such areas as attorney's opinions, engineering, finance, budget, and preparation of reports.

The Commission suggests that a meeting be scheduled with the Council as a whole on an annual basis.

Cost Estimation

\$4,900 456 staff hours

2. BICENTENNIAL COMMISSION

History

On September 24, 1973, the City Council adopted a motion regarding the recommendations for and composition of a Bicentennial Commission. Also filed was a list of persons who had agreed to serve on the Commission.

Function

The primary goal of the Commission is to promote a sense of community by developing interest in and securing the widest possible citizen involvement with the celebration of the Nation's 1976 bicentennial and the City's 1977 bicentennial.

Analysis The City provides the Commission staff liaison through the Office of Community Relations. At present this represents about 5% of the staff member's time. By and large, the San Jose Chamber of Commerce supplies secretarial support and is responsible for the staffing of the projects and functions directed by the Commission. The Commission is an incorporated body, meeting regularly and maintaining a large membership through six task forces. The Commission makes periodic presentations at public meetings and is responsible for the development of projects to generate interest in the upcoming bicentennial. The level of financial support given the Commission has increased to \$30,000 for this fiscal year. There are no plans to continue this financial commitment beyond the Bicentennial Celebration date. Current City funding is through the Chamber of Commerce.

Cost Estimation

\$1,750	250 staff hours
30,000	Fiscal year allocation
<hr/>	\$31,750

3. CIVIL SERVICE COMMISSION

History

Charter Commission Section 1001, San Jose City Charter. Effective May 4, 1965. Code Section (2237.1, Ordinance 12851 adopted on August 23, 1965, amended Ordinance 16321 effective September 1, 1972, deals with compensation paid to the Commission members.

The Commission consists of five members serving six year terms.

Function

San Jose City Charter Section 1001.

Item (f) Powers and Duties.

The Civil Service Commission shall have the following powers and duties:

- (1) To recommend to the Council the adoption, amendment or repeal of Civil Service rules relating to the matters specified in Section 1102 of Article XI of this Charter;
- (2) To make any investigation which it may consider desirable considering the administration of personnel in the classified service;
- (3) To make recommendations to the Council, the City Manager, or to any other appointed power on matters relating to the administration of personnel in the classified service;

- (4) To exercise and perform such other powers and duties as are expressly given to it by other provisions of this Charter; and to exercise other powers and perform such other functions and duties as may be prescribed by the Council not inconsistent with this Charter.

Analysis

The Director of Personnel is the staff liaison for this Commission. The City Clerk's Office provides a full time secretary to the Commission for the taking of minutes, preparation of agenda, etc. The City Clerk, or his designated representative, also attends the meetings of the Commission to facilitate the orderly progression of the meeting, and answer such questions regarding procedure as may arise.

Section 1001, Item e. of the City of San Jose Charter, states that the Council would provide the Commission with a Secretary satisfactory to the Commission; provided, however, that the head of any Personnel Department of the City does not hold any secretarial, executive or administrative position under the direction or jurisdiction of the Civil Service Commission.

In 1965 the City Clerk was designated as the Secretary to this Commission. In the meeting held with this Commission, the Commission stated that they needed greater contact with department heads in the performance of their duties. It was also mentioned that they needed better lines of communication between the Council and the Commission on Council's actions relating to appeals from this body. The Commission brought up the point that they feel that they should be an investigatory body on personnel matters but that they lack the power to investigate city departments.

With regard to affirmative action programs within the City of San Jose, the Commission feels that they are not a part of the planning process. The Commission would like a closer affiliation with the Affirmative Action Advisory Committee. The Commission also desires closer contact with the Council as a whole on the development of policy matters.

Cost Estimation

\$31,500	4,368 staff hours
6,000	Personal
<u>6,100</u>	Non-personal
\$43,600	

4. ENVIRONMENTAL COMMISSION

History

Code Section (2249.90, Ordinance No. 16184, adopted May 1, 1975).

The Commission consists of eleven members serving four year terms.

Function

Code Section 2249.95. Functions and duties. In part:

On request of the City council or of any board or commission of the City, or of the City Manager, the Commission shall make such studies, investigation, review or analysis as has been requested by such groups relating to the quality of the City's present or future environment, and to prepare and submit to the requesting authority its report and recommendations respecting the matter.

Upon its own motion, the Commission may study, investigate, review and analyze any matter affecting the quality of the City's present or future environment. Such matters may include plans or legislation proposed or suggested by others which may affect the City's environment. Upon completion of its study, the Commission may submit to the City Council such recommendations as it may wish respecting such matters.

Analysis

The Commission's administrative staff liaison is provided through the Planning Department. An administrative aide and secretary have been assigned on a full time basis. The Commission meets on a regular basis and has submitted reports to the City Council on such items as noise abatement and solid waste. The Commission also serves in an advisory capacity to the Planning Commission on environmental impact reports.

Since there was some concern on the part of the Commission as to its relationship with the Planning Commission and City Council, and the lack of communication with the Measure B Task Force, charged with similar duties, the Director of Planning has directed a study of these issues in an attempt to clarify the situation. At some time in the future, this study will be submitted to the Personnel Committee of the City Council for review.

The Commission has suggested that their role of environmental overview be combined with the Planning Commission. A further suggestion is the establishment of environmental limits by a "task force" reporting to a joint session of the Planning and Environmental Commissions, who in turn would develop recommendations to the City Council.

Cost Estimation

\$38,000	4,160 staff hours
2,000	Non-personal
<hr/>	
\$40,000	

5. FINE ARTS COMMISSION

History

Code Section (2236.1, Ordinance 12851, adopted August 23, 1965).
The Commission consists of nine members serving four year terms.

Function

Refer to Code Section (2236.8) Powers and Duties.

The Commission advises on policy decisions relating to the arts, cultural enrichment programs and esthetic conditions of the City.

The Commission makes recommendations to the City Council, when so requested by the City Council, respecting amounts of money to be granted by the City to various cultural and other organizations, such recommendations to be submitted within the time specified by the Council. The Commission is required to prepare and submit to the City Council an Annual Report of its activities. The report is prepared on a fiscal year basis and submitted on or before September 1st of each year.

Analysis

The Commission is staffed by the Fine Arts Director who serves as liaison between the Commission and the Department of Parks and Recreation. The Commission deals effectively with the cultural needs of the City, the Commission assists the Council by alleviating it of many details associated with fine arts programs.

The Commission has stated that the single most effective way to improve the workings of the Fine Arts Commission and the funding of cultural programs would be for the Council to come to some agreement as to the funding level of the Commission prior to budget hearings. The Commission has stated that Council members should attend more of its meetings to better understand the process that is taking place.

At a meeting held between the Personnel Committee and this commission a request was made for the development of a five-year funding plan so that the various cultural groups would have some idea as to what the potential funding might be within that given time span. Another problem developed at this meeting and needing some consideration was the occasional overlap in activities with the Library, Parks and Recreation, Senior Citizens, Sports, and Youth Commissions. It was felt that a process should be developed to better coordinate these activities.

Cost Estimation

\$4,420 620 staff hours

6. HISTORIC LANDMARKS COMMISSION

History

Code Section (2234.1), Ordinance 12851 adopted August 23, 1965.

The Commission consists of nine members serving four year terms, with the City Historian serving as an ex-officio member with no voting privileges.

Function

2234.5. Powers, Duties, and Functions. The Commission shall have the following duties and functions:

- a. Make recommendations to the Council respecting the acquisition of historic landmarks, sites and other property of historic significance and value.
- b. Encourage and promote the preservation of historic sites, landmarks, documents, paintings and other property connected with the history of the City of San Jose.
- c. Accept, for and on behalf of the City, gifts consisting of historic documents, paintings and other property of historic value.
- d. Annually, submit to the Council a report of its activities in the previous year.

Analysis

The Department of Parks and Recreation supplies staff assistance to this Commission. The Commission meets on a monthly basis and maintains liaison with other interested and affected groups such as the Fine Arts Commission and the Bicentennial Commission. The Commission appears effective in identifying and working to protect historic landmarks.

The Commission has stated that there have been many times that the Council has heard matters concerning historical areas on its agenda without referring them first to the Historic Landmarks Commission. A more active role on the part of the Council must be taken for historical preservation legislation. An attempt must be made to keep "politics" out of historic preservation.

All recommendations made to the Planning Commission and City Council must be based on sound historical judgment. The Commission has stated that it is important to develop a program of historic preservation within the City, and proceed in an organized and rational manner to implement the program without violating the rights of property owners. Some consideration might be given to incentive plans for property owners to preserve historic sites.

Cost Estimation

\$5,720 1,040 staff hours

7. HOUSING AUTHORITY COMMISSION

History

Council Resolution 28614 adopted on January 31, 1966, establishing San Jose Housing Authority. The resolution was adopted pursuant to the provisions of Section 34242 of the Health and Safety Code of the State of California. The Commission consists of five members serving four year terms.

Function

The Commission is charged with the responsibility of providing safe and sanitary dwelling accommodations for citizens at low income levels.

Analysis

The San Jose Housing Authority is a separate agency and not part of the City of San Jose. The commissioners are appointed by the Mayor and oversee and direct the activities of the agency. The Commission meets on a twice monthly basis, but it is felt by the Commissioners that possibly a once a month meeting would be sufficient.

The Authority has engaged the firm of ~~Arthur D. Little, Inc.~~ to review operations and organizational effectiveness. This consultant's report has been completed and the recommendations await final adoption.

Cost Estimation

None

8. HUMAN RELATIONS COMMISSION

History

Code Section (2235.1), Ordinance 12851 adopted August 23, 1965. Ordinance 17588 adopted February 18, 1975.

The Commission consists of 17 members serving three year terms.

Function

- (a) To foster mutual understanding, respect and good will among the sexes, among sexual preference groups, and among all racial, religious and nationality groups in the City of San Jose;

- (b) To discourage and prevent discriminatory practices against either sex or among or against racial, religious, nationality and sexual preference groups, and any of their members, in the City of San Jose;
- (c) To cooperate with governmental and nongovernmental agencies and organizations having like or kindred functions;
- (d) To investigate and study the problems of prejudice, discrimination and disorder occasioned thereby in any field of human relations as in the judgment of the Commission will aid in effectuating its general purpose;
- (e) To work together with federal, state, county, city and other governmental agencies in developing educational programs and techniques in achieving harmonious intergroup relations within the City of San Jose;
- (f) To initiate and enlist the cooperation of various racial, religious, sexual and nationality groups, and community organizations, fraternal and benevolent associations and other groups in programs and campaigns devoted to eliminating group prejudice and discrimination in the City of San Jose;
- (g) To initiate and investigate complaints, and to initiate its own investigations, of (1) racial, religious, sexual and nationality group tensions, prejudices, and disorder occasioned thereby in the City of San Jose, and (2) racial, religious, sexual or nationality discrimination against any person, group of persons, organization or corporation in the City of San Jose whether practiced by private persons, associations, corporations or, provided the Commission first consults with the City Manager, by City officials, or City agencies, except that all instances of such discrimination within the jurisdiction of any federal or state commission or agency against discrimination shall be referred to such commission or agency.
- (h) To hold hearings, and take the testimony of any person under oath or otherwise, relating to any matter under investigation or in question before the Commission. At any hearing before the Commission a witness shall have the right to be advised by counsel present at such hearing;
- (i) To make recommendations to persons specifically interested therein respecting the settlement or solution of any complaints or problems involving prejudice or discrimination because of race, color, creed, national origin, sexual preference, sex or ancestry;
- (j) To make and issue reports respecting studies, research, investigations and other activities;
- (k) To render to the City Council, not less than once each fiscal year, a full report of its activities;
- (l) To recommend to the City Council legislation which the Commission should find to be necessary to carry out the purpose of this topic;
- (m) To prepare and adopt, subject to the approval of the City Council, rules and regulations, not inconsistent with the provisions of this topic, for the conduct of its meetings, studies, investigations, and other activities.

- (n) To prepare and submit, annually, to the City Manager a proposed budget covering its proposed activities for the following fiscal year;
- (o) To expend, for the purpose of carrying out its functions, powers and duties, monies appropriated therefor by the City Council, subject to applicable laws and ordinances;
- (p) To undertake and carry out such other duties as, from time to time, shall be assigned to the Human Relations Commission by the City Council.

Analysis

The Human Relations Commission has a broad and comprehensive mandate to discourage a host of social ills. While the objectives of the Commission are obviously desirable outcomes, many of these objectives are not necessarily achievable by this level of government.

A central difficulty with the Human Relations Commission has been that it has been delegated responsibilities without corresponding authority. The Commission lacks the tools to function effectively in some areas, and the result has been dissatisfaction and frustration on the part of many commissioners. Many responsibilities of the Human Relations Commission, for example, are carried out by large heavily-staffed federal agencies with powerful legislation and other tools at their disposal.

In addition, due to the enormous scope of the ordinance defining commission responsibilities, potential areas of interest for the Commission overlap with many governmental functions and agencies, including other citizen participation groups. Role relationships with these groups are poorly defined and the result again has been ineffectiveness.

The Commission has requested a reduction in membership from its present size of seventeen without jeopardizing the commission's effectiveness.

At the meeting with the Personnel Committee and this commission there was some confusion as to the commission's direction and goals.

Cost Estimation

\$38,200 4,900 staff hours

9. LIBRARY COMMISSION

History

Code Section (2242.1), Ordinance 12851 adopted August 23, 1965.
Ordinance 17258 adopted June 18, 1974.

The Commission consists of seven members serving four year terms.

Function

Code Section 2242.5. Powers, functions and duties. The Commission shall have the following powers, functions and duties:

- (a) Study, review, evaluate and make recommendations to the Council and/or the City Manager and/or the City Librarian respecting existing and/or proposed library facilities, the utilization of such facilities, their use and operation, the extent and nature of library services rendered to the public, the financing of library operations and services, and other matters respecting the library system of the City.

- (b) Make such studies and submit to the Council such reports or recommendations, respecting library matters, as the Council may from time to time require or request.

Analysis

The Commission staff liaison is the Director of the Library, who also provides secretarial assistance. The Commission normally meets on a monthly basis, with good attendance by members. The Commission was instrumental in the development of the Project '75 bond measure respecting the library. The Commission is making positive contributions within the scope of their ordinance.

It was discussed at a meeting between the City Council and the Commission that the Library Commission should meet annually with the Council and submit a report of its activities. As is the case with many Commissions, the work of the Library Commission would be more effective if it had contact with other Commissions offering similar social services.

Cost Estimation

\$3,200 450 staff hours

10. PARKS AND RECREATION COMMISSION

History

Code Section (2233.1), Ordinance 12851 adopted August 23, 1965. Ordinance 13893 adopted November 20, 1967.

The Commission consists of nine members serving four year terms.

Function

2233.5. Powers, Duties and Functions.

- (a) Makes such recommendations to the Council and/or City Manager respecting parks, playgrounds, recreation centers and recreation facilities, and/or their improvement and development, as in its opinion will best fulfill the interests of the City and its people.
- (b) Makes such recommendations to the Council and/or City Manager respecting its recreation programs, including but not limited to programs for community sports, games, plays, celebrations and other recreation activities, and/or their improvement or development, as in its opinion will best promote the interests of the City and its people.
- (c) Exercises such other powers, performs such other functions and does such other things, as may be required or requested of it by ordinance, resolution or other act of the Council.
- (d) Submits to the Council, annually, a written report of its work in the preceding year.

Analysis

The Commission is staffed by the Director of Parks and Recreation or his designated assistant. The Commission meets on a monthly basis and has the personnel resources of the Department of Parks and Recreation available to discharge their duties.

The Commission has stated that they should be involved in the formulation of the Parks and Recreation Department's capital improvement budget as well as the recreation program budget. Use of the Commission to formulate five-year capital improvement programs as well as bond programs would provide the public a Commission they could deal with on a continuous basis rather than special projects groups.

Periodic meetings with the Council would assist the Commission in the direction the Council wishes it to work toward.

There is some concern as to the possible overlap of activities and responsibilities of the Parks and Recreation Commission and the Sports Commission. This problem lies primarily in the area of promoting and scheduling of youth sports programs within San Jose.

Cost Estimation

\$14,120 2,116 staff hours

11. PLANNING COMMISSION

History

Charter Commission Section 1000 San Jose City Charter. Code Section (2246.1), Ordinance 12851 adopted August 23, 1965, amended Ordinance 16321 effective September 1, 1972, dealing with compensation to be paid to the members of the Planning Commission.

Function

The Planning Commission shall have the following powers and duties:

- (a) Make recommendations to the Council respecting the adoption, amendments, repeal of master, general, comprehensive, precise specific plans for the future physical development of the City or any part thereof, and periodically review the same;
- (b) Make recommendations to the Council respecting the adoption, amendment or repeal of land use regulations, including but not limited to zoning and subdivision regulations;
- (c) Make recommendations to the Council respecting the adoption, amendment or repeal of plans or programs for the redevelopment, rehabilitation or renewal of any areas of the City;
- (d) Make recommendations to the City Council respecting capital improvement programs;
- (e) Exercise such other powers and perform such other functions and duties as may be expressly given to it by other provisions of this charter, or exercise such other powers or perform such other functions as may be prescribed by the Council not inconsistent with provisions of this charter.

Analysis

The Planning Commission is staffed by the Department of Planning and has access to professional personnel within the department, facilitating policy development and recommendations to the City Council. The Commission meets twice monthly to hear and read oral and written petitions from private citizens and interested groups concerning the development of

San Jose. Items needing Council action are forwarded to the Council with a consensus of opinion by the Commission. The City's growth during the past few years has put heavier demands upon the Commission and staff. If this continues to be the case, implementation of new procedures will be mandatory, to preserve the effectiveness of the Commission.

The Commission has an inadequately defined role relationship with the more recently established Environmental Commission. The Planning Commission has a charter-defined role in most areas of concern to the Environmental Commission. The Director of Planning has been meeting with both commissions to develop a more effective working relationship.

Currently there are no regularly scheduled meetings between the Commission and the City Council.

Cost Estimation

\$39,520	6,240 staff hours
8,400	Personal
8,800	Non-personal
<hr/>	
\$56,720	

12. PUBLIC SOLICITATION

History

Code Section (2231.1), Ordinance 12851 adopted August 23, 1965. Code Section (4300 et seq.). Ordinance 14811 adopted August 18, 1969.

The Commission consists of seven members serving four year terms.

Function

The Commission is presently revising and updating the ordinance. A draft ordinance is undergoing review by the City Attorney. In an extensive study, the Commission has examined ordinances of Los Angeles, Sacramento, Oakland, and San Diego in an attempt to create a more effective mechanism.

This commission's basic function is to review applications for the solicitation of public funds by charitable organizations. Prior to the issuance of a permit, the commission examines such questions as:

1. Has the group received tax exemption from Internal Revenue Service?
2. Has the group a legitimate set of bylaws?
3. For what purpose will the funds be used?
4. What is the group's projected budget?

After a permit has been issued, the Commission requires the group to submit a financial report regarding the use of the funds solicited.

The Commission's empowering ordinance, at present, is comprehensive — so comprehensive, in fact, that it is felt it would serve no useful purpose submitting it at this time. Council will be reviewing the revised ordinance after the City Attorney has completed putting it in proper form. The thirty-five sections of the ordinance, as it presently stands, details the Commission's responsibility to the public to protect against fraudulent organizations, misuse

of funds, the administration of funds put in trust and left with the Commission, and the enforcement of all violations against this ordinance.

Analysis

The Commission has one permanently assigned staff person, a secretary supplied by the City Clerk's Office. Her duties are broken down to 1/3 secretarial and 2/3 administrative liaison, preparation and implementation duties. The Commission meets on a monthly basis with several special study sessions being called during the year. The Commission has had almost 100% attendance at all meetings. In 1974 the Commission issued 132 permits. To date this calendar year the Commission has issued 91 permits.

It appears that this Commission is providing a definite service to the community and is discharging its duties effectively within the scope of its authority.

A member of the Board of License and Permit Appeals met with the Public Solicitation Commission on October 1, 1974, to discuss Code Section 4333 dealing with appeals concerning suspended or revoked permits by the Public Solicitation Commission. It was suggested at that time that instead of the City Council hearing appeals they possibly might be heard by the Board of License and Permit Appeals. At the meeting with the Personnel Committee and the Public Solicitation Commission, the Commission presented the proposal in a general revision of their empowering ordinance, to include such items as the present appeals process.

Also developed at this meeting was the need for Council direction. It was suggested that the Commission possibly submit to the City Council an annual report of its activities.

Cost Estimation

\$8,000 1,664 staff hours

13. SENIOR CITIZENS COMMISSION

History

Code Section (2249.54). Powers, functions and duties.

- (a) Study, review, evaluate and make recommendations to the City Council relative to any and all matters affecting elderly people in the City of San Jose, including without being limited to, health, education, employment, housing, transportation and recreation.
- (b) Make studies and submit to the Council reports or recommendations respecting matters affecting elderly people, including without limitation those here and above provided, as the Council may from time to time request.

Analysis

This Commission is provided administrative staff, support and secretarial assistance by the Department of Parks and Recreation. The primary concern of the Commission is the development and implementation of meaningful recreational programs and facilities for San Jose Senior Citizens. The Commission also concerns itself with the immediate needs of our senior citizens, such as low cost housing, adequate health facilities for those on low income retirement, and employment. With these charges, the Commission impacts upon many City departments in identifying and constructively dealing with the problems faced by the senior

citizens of San Jose. The Commission meets on a regular basis and has had positive impact in the areas affecting senior citizens. Currently, the Commission has no regularly scheduled meetings with the City Council.

Cost Estimation

\$3,200 450 staff hours

14. SPORTS COMMISSION

History

Code Section (2241.1), Ordinance 12851, adopted August 23, 1965.

The Commission consists of nine members serving four year terms.

Function

Code Section 2241.5. Powers, duties and functions. The Commission shall study, review, evaluate and make recommendations to the Council respecting existing and/or proposed sport and convention facilities, the utilization of such facilities and programs conducted in such facilities and shall perform such other functions as the Council from time to time may request or prescribe.

Analysis

The Sports Commission is provided with administrative liaison by the Department of Parks and Recreation, which also provides necessary secretarial assistance. The Commission works closely with the Department of Parks and Recreation on the planning and promoting of sports activities for the City of San Jose. The Commission has dual emphasis: They promote greater spectator participation in professional, semi-professional, and amateur sporting events; they also organize and promote such activities that require direct participation, such as softball tournaments, tennis tournaments, and similar activities. Recently the expansion of participant sports has been increasingly emphasized.

Sports programs that maximize citizen involvement and physical participation should be a primary concern in the years ahead.

At a meeting between the Personnel Committee and the Sports Commission, the changing role of the Commission was discussed in light of its original conceptions. It was suggested that the Commission examine its present role in the community with possible revision of its empowering ordinance. As has been developed previously, it was suggested that the Commission meet with the Parks and Recreation Commission on a semiannual basis to coordinate activities. Other commissions with which the Sports Commission might develop a liaison to facilitate the coordination of efforts are as follows: The Fine Arts, Library, Parks and Recreation, Senior Citizens, and Youth Commissions.

The Sports Commission then discussed the possibility of developing a \$5,000 revolving fund to be used as seed money for the promotion of sports events and the need for direction from the Council as a whole.

Cost Estimation

\$3,200 450 staff hours

15. YOUTH COMMISSION

History

Code Section (2249.7), Ordinance 15548 adopted January 18, 1971.

The Commission consists of nine members serving two year terms.

Function

Code Section 2249.76. In part reads that the Youth Commission shall have the following powers, functions and duties:

The Commission is charged with fostering greater involvement of youth in civic affairs, and conducting studies and holding forums respecting the problems and concerns of youth as they are interrelated to the policies, programs and projects of the City of San Jose. The Commission is required to submit a report of its activities for the fiscal year to the City Council, and may submit a proposed budget to the City Manager of its activities for the following year.

Code Section 2249.77. Coordinate with the Director of Parks and Recreation. In the exercise and performance of its powers, duties and functions here and above provided, the Youth Commission shall coordinate with the Director of Parks and Recreation.

Analysis

The Youth Commission maintains an office with two part time staff assistants and clerical support by the Department of Parks and Recreation. The Commission normally meets on a regular basis discharging its function as detailed.

It was discussed at the meeting of the Personnel Committee and the Youth Commission, that a clear definition of goals and objectives was needed. It was noted that the work of the Youth Commission often dealt with other commissions, such as Parks and Recreation, Senior Citizens, and Sports Commission.

Cost Estimation

\$13,800 3,580 Staff-hours

16. ADVISORY BOARD OF HEALTH

History

Code Section (2243.1), Ordinance 14221, adopted July 15, 1968.

The Board consists of nine members serving six year terms.

Function

Code Section (2243.5). Powers, duties and functions.

- (a) Advise and make recommendations to the City Council, City Manager, or to the head of the Health Department, respectively, with respect to all health matters referred to the body by the Council, City Manager, or head of the Health Department for such purposes.
- (b) Perform such other powers, functions and duties as may be prescribed by other ordinance, resolution or act of the Council.

Analysis

The Board is staffed by the Office of Policy Research. It is estimated that about 25% of the staff members' time is spent on secretarial and administrative support of this Board. Since

the San Jose Health Department was put under County control, the Board has maintained a monitoring process of the County Health Department, mental health, and board and care facilities. The Board is presently looking into the "nursing home" care situation in conjunction with the Senior Citizens Commission. The Board has recently been reviewing an emergency medical service system, a board and care home ordinance and a paramedic plan. It was also instrumental in having Santa Clara County designated as a health service area within the State.

Presently, the Advisory Board of Health is working toward a triple AAA designation for a Health Service Agency within Santa Clara County, by having a representative on the County Task Force that will make that determination.

At a meeting with the Personnel Committee and the Board, there was some concern as to the disproportionate allocation of federal and state funds to the City of San Jose by the County Health Department. It was suggested that the Board possibly develop a semiannual report detailing the various problems in this area. Also discussed was the need for representation on the County Health Service Agency on a population basis. Again the continuing need for the dissemination of health information to the citizens of San Jose was discussed and that better lines of communication must be developed.

Cost Estimation

\$3,750 520 staff-hours

17. BOARD OF APPEALS OF BUILDING CODE

History

Code Section (2230.1), Ordinance 12851 adopted August 23, 1965. Ordinance 17117 adopted March 12, 1974.

Function

Code Section 2230.1, Ordinance 17117 refers to Section 304 of the Uniform Building Code, Volume 1, as adopted by Chapter I of Article VIII of the San Jose Municipal Code. This refers to the creation of the Board of Appeals of the Building Code, to hear all appeals of said code, and make final judgment on recommendations consistent with the provisions and sections of the Uniform Building Code.

Analysis

The Board was created in 1965 to assist in the development of our present Building Code. With the adoption of the Uniform Building Code, the Board was severely limited, in that it could not grant variances or make amendments to the Building Code. State and federal jurisdictions superceded their recommendations. The Board was limited to the enforcement of the code as it was written. The Board proposed to research and evaluate the code, but nothing has since come of this.

The Board has not met for a number of years, and therefore no staff time is involved. The Board members serve at the pleasure of the Council, and at present are still listed with the City Clerk. Of the five members appointed by Council, three were appointed in 1955, and two in 1965.

There are several appellate boards in the City operating at various activity levels. Some discussion or study should be given to the coordination of the appeals process in San Jose,

with the possibility of consolidating some of these boards. Technical and legal details would have to be worked out with the affected departments and the City Attorney as to the feasibility of such a consolidation.

Cost Estimation

None

18. MECHANICAL CODE BOARD OF APPEALS

History

Code Section (2227.1), Ordinance 12851, adopted August 23, 1965. Code Section (2227.5) amended Ordinance 15994, adopted January 3, 1972. Code Section (8400-8405) refers to Chapter 4 of the Mechanical Code.

The Board consists of five members serving at the pleasure of the Council. One Board member was appointed in 1961, one in 1962, and three were appointed in 1965.

Function

Code Section (2227.5). Powers, duties and functions. It shall be the function of the Board to determine the suitability of alternate materials and types of construction under the Mechanical Code and to provide for the reasonable interpretation of the provisions of said code. The Board shall adopt reasonable rules and regulations for conducting its investigations and shall render its findings and decisions in written form.

Analysis

This Board has not met for a number of years. Any appeals that have been submitted have been handled by the Board of Appeals of the Plumbing Code. This Board might also be considered in a study on consolidation as mentioned in the analysis of the Board of Appeals of the Building Code.

Cost Estimation

None

19. BOARD OF APPEALS OF PLUMBING CODE

History

Code Section (2228.1), Ordinance 12851 adopted August 23, 1965. Code Section 8203.1 – 8203.7, Ordinance 13546.

The Board consists of five members serving at the pleasure of the Council. Three members of the Board have been serving since 1965, one from 1969, and the last appointment to the Board was in 1971.

Function

Code Section 8203.2. Powers, functions and duties of Board; in part.

The Board hears appeals pursuant to the administrative authority to approve and authorize the use of alternative methods or materials not specifically prescribed by the Uniform Plumbing Code. Upon City Council direction or Board initiative, the Board will make recommendations with respect to plumbing or drainage matters governed by the provisions of Chapter 2 – Plumbing Code of the San Jose Municipal Code. The Board also submits to

the City Council on January of each year a written report detailing its activities for the preceding calendar year, and summarizing all the decisions, opinions and recommendations made by it.

Analysis

The Board's administrative staff liaison is the Chief Plumbing Inspector for the City, who also provides secretarial support. The Board meets as needed and has met approximately four times in the past year. The Board predominantly deals with plumbing code interpretations and related problems.

Due to the low activity level of this Board consideration should be given to possible consolidation as was mentioned in this analysis of the Board of Appeals of the Building Code.

Cost Estimation

\$940 138 staff-hours

20. BOARD OF APPEALS ON PUBLIC NUISANCES

History

Code Section (2248.1), Ordinance 12915 adopted September 27, 1965. Code Section (8911.1–8911.3) Ordinance 16599 refers to dangerous building regulations.

The Board consists of seven members serving four year terms.

Function

The Board has functions, powers and duties given to it by the provisions "Chapter 10. Dangerous building regulations" of Article VIII of the San Jose Municipal Code. Code Section 8911.2 in part: The Board of Appeals on Public Nuisances will hear appeals resulting from administrative action taken on buildings or structures which from any cause endanger the life, limb, health, morals, property, and safety or welfare of the general public or their occupants, and which may be required to be repaired, vacated, or demolished.

Analysis

The Board's administrative staff liaison is provided by the Building Department with secretarial assistance supplied by the City Clerk. The Board has met nine times within the last year, with a quorum always present. It is estimated that the staff spends 27 hours per month preparing for this board, and 40 hours of secretarial time are devoted to it. Staff states that the meetings are generally productive, but states a concern on the part of the board members that more support is necessary by Council on the enforcement of the ordinance. Staff also states that the Board has no mechanism for reporting to the Council.

It appears that the Board is productive in the discharge of its function.

Cost Estimation

\$5,640 804 staff-hours

21. BOILER ADVISORY & LICENSING BOARD

History

Code Section (2224.1), Ordinance 12851 adopted August 23, 1965, amended by Ordinance 18574 adopted October 4, 1971. The Board consists of six members serving at the pleasure of the Council.

Function

Code Section (2224.5). Powers, functions and duties. Refers to Part 3 of Chapter 8 of Article VIII of the San Jose Municipal Code – Boilers and Fire Pressure Vessels. Code Sections (8851.1–8853.10) inclusive, read in part: The Board has responsibility for issuing permits on the operation of high pressure steam boilers or fire pressure vessels. They also review applications and licenses of those persons wishing to operate such equipment. They have the responsibility for conducting examinations when necessary and suspending or revoking licenses and permits where investigation shows incompetence or defect. They also review such legislation respecting operation and maintainence of fired vessels and make recommendations to the City Council for code revision.

Analysis

The Board's administrative staff liaison is the Chief of the Fire Department and the Boiler Inspector, who also provide secretarial support. The Board members are highly skilled individuals in the area of boiler operation and represent a diversity in commercial application. The Board meets on a monthly basis, and staff states that no problems have been encountered with the discharge of their duties.

The Board appears to be discharging its duties in an efficient manner that is consistent with the needs of the City and the Fire Department regarding fire safety.

At a meeting with the Personnel Committee the Board expressed some concern over the problems that were continually being encountered between the Fire Department and the Building Department. It seems that when the Building Department issues building permits, where boilers are to be installed, they do not adequately provide for Fire Department inspection and approval of preliminary building plans. There are many instances where the Fire Department, upon issuing a permit for boiler operation, finds that the boiler is housed in an area that is not up to Code and that the builder must spend much time and expense in correcting the problem.

As with the Board of Appeals of the Building Code, some thought might be given to a general consolidation of licensing and appellate boards.

Cost Estimation

\$3,300 432 staff-hours

22. BOARD OF ELECTRICAL EXAMINERS

History

Code Section (2225.1), Ordinance 12851 adopted August 23, 1965. Code Section (8370–8374) Ordinance 13255 refers to Chapter 3, part 2 of the Electrical Code.

The Board consists of six members serving at the pleasure of the Council. One member was appointed in 1941, two in 1944, one in 1956, and two in 1965.

Function

Code Section (2225.5.) Powers, functions and duties. The Board shall have all the functions, powers and duties given to it by the provisions of Chapter 3 of Article VIII of San Jose Municipal Code.

Code Section (8370), Certificate of Competency. In part: The Chief Electrical Inspector issues certificates of competency to those wishing to work in the electrical trade. These

certificates are issued only after approval by the Board of Electrical Examiners. The Chief Electrical Inspector may issue a temporary certificate of competency to permit a person to work until the next meeting of the Board.

Code Section (8371). Board of Electrical Examiners. The Board of Electrical Examiners, created under Section (2222 and 2222.1) of this code, shall conduct examinations for the purpose of examining the competency and knowledge of electrical work of persons required hereunder to possess a certificate of competency.

No certificate shall be issued to any person making application for a certificate as journeyman electrician or maintenance electrician until such application shall first have passed a written examination with the grade of 70% or better.

Analysis

The Board's administrative staff liaison is the Chief Electrical Inspector, who also provides secretarial support. The Board meets rarely, and has not met this year. It is estimated that about six hours total preparation are needed for the convening of this Board.

The Chief Electrical Inspector may recognize a certificate of competency issued by any other jurisdiction which has adopted the National Electrical code, 1965 edition, provided that the holder of such certificate has passed an examination substantially equivalent to that required in San Jose. The City of San Jose recognizes the County certification program, which would account for the low activity level of the Board.

Cost Estimation

\$90 6 staff-hours per meeting when the board meets.

23. BOARD OF LICENSE AND PERMIT APPEALS

History

Code Section (2240.1), Ordinance 12851 adopted August 23, 1965. Ordinance 14223 adopted July 15, 1968. Ordinance 14702 adopted June 2, 1969.

The Board consists of five members serving two year terms.

Function

Code Section (2240.5), Powers, duties and functions.

1. That an appeal may be made to the Board from the suspension, revocation, or denial of or the failure or refusal to issue or renew a license, permit or certificate, or
2. That a license, permit or certificate may be suspended or revoked by the Board, the Board shall have the power, duties and function to hear and determine such appeals and proceedings, and to make and enforce orders relating thereto.

Subject to such regulation as the Council may from time to time provide by ordinance or resolution, the Board is hereby authorized and empowered to adopt all such rules as may be reasonably necessary for the conduct of such appeals and proceedings.

Analysis

The Board's staff liaison is a secretary supplied by the City Clerk's Office. The Board has been meeting on a fairly regular basis, but their activity level is low.

The Board has been contacting several departments within the City, regarding the appeals process of certain licenses and permits that are revokable by administrative action. In a letter sent to the City Council on January 23, 1975, the Board stated that they had reviewed 38 types of permits. Of these, 21 were revokable by administrative action and appealable to the City Council, seven had no appeal provisions whatsoever, and five were granted, denied or revoked by City Council. As a result of this review, the Board has proposed and makes recommendations to the City Council that they be given the following appeal responsibilities:

Revokable by Administration Action – Appeal to City Council

- | | |
|---|------------------|
| 1. Jewelry auction | Section 6701.106 |
| 2. Public dance hall | Section 6703.7 |
| 3. Non-intoxicating beverages | Section 6706.5 |
| 4. Parades
(see also Council Policy 5/2) | Section 4290.5 |
| 5. Public Solicitation | Section 4333 |

The Board has been in contact with the Police Department and the Solicitation Commission. Both have agreed, subject to Council approval, that parties wishing to appeal should be referred to this Board.

Alleviating the Council of such detail would leave more time for policy matters.

This Board should be included as a possible candidate for consolidation in a licensing and appellate boards study.

Cost Estimation

\$2,000 416 staff-hours

24. BOARD OF REVIEW OF ELECTRICAL CODE

History

Code Section (2229.1), Ordinance 12851 adopted August 23, 1965.

The Board consists of five members serving at the pleasure of the Council. All Board members were appointed in 1968.

Function

Code Section (2229.5). Powers, functions and duties. Refers to Chapter 3, Article VIII – Electrical Code of the San Jose Municipal Code. No reference was found to the Board in this section.

It was the intent of this Board to review the electrical code and make determinations and recommendations as to changes, uses of alternate materials, etc.

Analysis

The Board's administrative staff liaison is the Chief Electrical Inspector. The Board has been inactive for a number of years, due to the City Attorney's ruling that the Board did not have the power to change or create codes.

Cost Estimation

None

25. CIVIC IMPROVEMENT AUTHORITY

History

Resolution 34368, adopted on October 21, 1968, authorizes the execution of the joint exercise of powers agreement to create a San Jose Civic Improvement Authority. Also, reference is made to file 8468 in the City Clerk's Office.

The Improvement Authority consists of nine members serving at the pleasure of the Council.

Function

This Authority was formed to implement the joint powers of agreement between the Redevelopment Agency and the City of San Jose for the financing of the San Jose Center for the Performing Arts. This Authority must exist by law.

Analysis

None

Cost Estimation

None

26. HOUSING BOARD OF APPEALS

History

Code Section (2238.1 and 5512.1), Ordinance 8168 adopted June 27, 1960. Ordinance 12851, adopted August 23, 1965. Ordinance 15990, adopted December 20, 1971. Ordinance 17117, adopted March 12, 1974.

The Board consists of five members serving three year terms.

Function

In part: The Board hears appeals on violations of minimum housing code provisions. They are charged with protecting the health, safety and welfare of the general public by proper housing code enforcement. They also hear appeals on housing for business relocation due to urban renewal.

Analysis

The Board is staffed by the Building Department under Property and Codes. It is estimated that between two to four hours secretarial time is spent per month in preparation for this Board. Approximately two hours per month of administrative time is spent. Part of their responsibility now is to serve as the Relocation Board of Appeals, a board required by HUD to hear appeals of persons being relocated who are dissatisfied. The Board meets on a regular monthly basis. There is always a quorum present. The Board has no means of reporting to the Council.

This Board is carrying on a function mandated by Code.

Cost Estimation

\$1,020 144 staff-hours

27. PLAZA DE GUADALUPE ACTION BOARD

History

On February 26, 1973, with the recommendation of the City Manager, the City Council adopted the proposal of the formation of an 11-member Plaza de Guadalupe Action Board. The members are appointed at the pleasure of the Council.

Function

To plan, coordinate and develop the Plaza de Guadalupe Park Project.

Analysis

The Board's administrative staff liaison was provided by the Department of Parks and Recreation. Other departments provided advisory staff personnel on an as-needed basis. Staff time is estimated at two to three hours administrative and eight hours secretarial per month. The Board has been meeting on a somewhat irregular basis due to lack of funds for the completion of the project.

Staff states that the Board is divided on whether to disband entirely, to keep meeting and find alternative funding, or to restructure as an advisory board and meet twice a year to assess what progress has been made.

Cost Estimation

\$19,160 2,800 staff-hours

28. AFFIRMATIVE ACTION ADVISORY COMMITTEE

History .

Affirmative Action Review Commission, Ordinance No. 15188 adopted May 18, 1970. On October 29, 1973, a motion was adopted by the City Council that directed the Mayor to confer with the City Manager on the proposed consolidation of the Affirmative Action Review Commission and the Affirmative Action Committee.

On February 19, 1974, the City Council approved the composition of the Affirmative Action Advisory Committee.

The Committee consists of nine members serving at the pleasure of the Council.

Function

The Committee is responsible for establishing an equitable ratio of representation within the City government, reflecting the racial/sexual makeup of the community; to provide and encourage advancement opportunities; and to maintain and improve the quality of City personnel and services.

Analysis

The Committee is permanently staffed by the City Affirmative Action Officer, and the City's Woman's Coordinator. The Affirmative Action Officer also provides secretarial assistance to the Committee. The Committee meets on a monthly basis and is composed of representatives of various groups concerned with affirmative action issues.

The Committee is constructively working toward the goals set by our Affirmative Action plan.

At a meeting with the Personnel Committee and the Affirmative Action Advisory Committee the need for greater personal contact by the City Manager and the advisory committee was discussed. Some discussion was given to the needs of the Civil Service Commission and its relationship to this advisory committee. It is apparent that procedures should be developed to insure a closer working relationship between the two.

The Committee for Removal of Architectural Barriers to the Handicapped has petitioned the advisory committee for preparation and voting rights. There was general agreement that this should be given due consideration.

Cost Estimation

\$5,000 650 staff-hours

29. BEAUTIFICATION COMMITTEE

History

On January 23, 1967, the City Council adopted the motion that the Mayor appoint a cleanup committee and that it investigate the possibility of obtaining federal funds for beautification projects. On August 21, 1967, the Committee opted for commission status, but on the advice of C.C.I.C., the City Council decided that the group should retain their committee status rather than commission status. The Committee members are appointed by the Council and serve at Council pleasure. Presently, the Committee's roster shows ten members.

Function

The Committee was originated to act in an advisory capacity to Planning, Fine Arts, and Parks and Recreation Commissions. They were also charged with making recommendations on landscaping and cleanup programs around the City. All matters of aesthetic consideration were subject to review by this Committee.

Analysis

The Committee has two administrative staff liaisons, one from landscaping in Public Works, and one from Parks and Recreation. Total staffing requires approximately eight hours administrative time per month. Staff states that the Committee meets regularly, but that only two or three members attend. The Committee is presently writing a report for submission to the City Council. Within the last six months the Committee has planted a tree at the City Hall for the Mayor. Other than the report to City Council, there are no projects being developed. The members attending the meeting are enthusiastic, but the meetings themselves are not productive.

At a meeting between the Personnel Committee and the Beautification Committee the suggestion was made that the Committee be disbanded because of the low activity level and lack of interest by the Committee members.

Cost Estimation
\$800 100 staff-hours

30. CITIZENS COMMUNITY IMPROVEMENT COMMITTEE

History

The Citizens Community Improvement Committee was established by resolution on April 30, 1973, for the primary purpose of providing citizen participation, support and advice to the City of San Jose and its agencies, in particular the San Jose Redevelopment Agency. Primary functions of C.C.I.C. at that time were:

1. To be informed on matters of planning, public improvements, urban renewal, and code enforcement.
2. To gather information and keep citizens groups informed about community improvement projects.
3. To assist in coordinating improvement projects.
4. To assist public agencies in public relations.
5. To support and seek support of desirable programs and projects.
6. To review community programs and make advisory recommendations for further improvements to the City Manager and City Council.

Since its inception, C.C.I.C. has been involved in many and varied activities, including the Mayfair N.D.P. study, the review of the City Charter, the refuse disposal study, Bicentennial task force, Library study, neighborhood decoration and plant study, Safe Building Ordinance study, and Plaza de Guadalupe study. Many of these activities were undertaken at the direction of the City Council, but in recent years few requests to C.C.I.C. by City Council for studies and recommendations have been made.

Shortly after its creation, C.C.I.C. was given general responsibility for developing and recommending adoption of long range City goals. The Goals Committee, a subcommittee of C.C.I.C., was created and was active for many years. Its principal accomplishments were the Goals Forum and a Goals survey completed last year. While the membership of the Goals Committee was recently disbanded, C.C.I.C. apparently intends to reactivate the committee and utilize it in conjunction with the Bicentennial Commission.

On January 27, 1975, a meeting was held involving members of C.C.I.C., the City Manager, and Council person Susanne Wilson, concerning the role of C.C.I.C. as an advisory group to the City Council. By agreement, a report was presented to the City Council during May, identifying the role and responsibilities of C.C.I.C., as provided by its own membership. The City Council agreed to advise C.C.I.C. regarding its role and means to implement that role.

Functions

Initially, the functions of C.C.I.C. were those enumerated above. Over the years, functions and activities have varied with Council assignments and with the composition of the committees. C.C.I.C. now feels that its more essential function should be to serve as the final review committee on all matters taken up by ad hoc citizens commissions, task forces, and/or committees prior to submission to City Council.

Analysis

The character of C.C.I.C. and the nature of its tasks have altered over the years due to many factors. Many functions which the membership of C.C.I.C. perceives to be the responsibility of C.C.I.C. have been delegated by the City Council to other citizen participation groups. While C.C.I.C. sees itself to be the central citizen participation organization in City government, in recent years few assignments have been made to the organization by the City Council.

To the extent that the C.C.I.C. and the Goals Committee have not been utilized by explicit direction from the City Council, these groups seem to be groping for a role. C.C.I.C. exists as a broad base citizen participation organization, and as such is a resource for the City. However, as conditions and needs have changed, C.C.I.C. cannot and does not perform its original role as the central and primary citizen participation agency for the City.

GOALS COMMITTEE

The Goals Committee was a result of an assignment by the City council in 1965 to the Citizens Community Improvement Committee to develop community goals. As such, this committee was originated as a subcommittee of the C.C.I.C. and should be considered now as such.

Cost Estimation

C.C.I.C.	\$3,000	520 staff-hours
Goals Committee	\$3,000	520 staff-hours

31. COMMITTEE FOR REMOVAL OF ARCHITECTURAL BARRIERS TO THE HANDICAPPED

History

We were unable to find a resolution or ordinance pertaining to the creation of this Committee in the City Clerk's Office. The Committee was formed in response to a letter sent to the City Council by a group of handicapped persons. The Committee membership is open and currently there are about 23 organizations for the handicapped that participate.

Function

The Committee's primary purpose is to insure accessibility to public facilities by the handicapped. This entails special curb cuts, ramps, etc. to community centers, theaters, libraries, and parks.

Analysis

The Committee has no permanently assigned staff, although staff assistance has been provided by Property and Codes, Architectural Engineering, Public Works, and Parks and Recreation. The Committee meets on a regular basis in the City Hall cafeteria.

The Committee utilizes a logo designed by a national organization to identify specially designed facilities for the handicapped. The logo is a white wheelchair against a blue background. In the last three years the Committee has received a total of three hundred thousand dollars in community development block grant money. This money has been used for the curb cuts, ramps, and the development of the special facilities. The Committee's current priority is transportation. They are working with the County and hope to make buses more accessible to the handicapped.

As discussed in a meeting with the Personnel Committee, this committee would like to seek representation on the Affirmative Action Advisory Committee. They also expressed a desire to delete the word "architectural" from their title as it seemed to limit the scope of their function.

Cost Estimation

\$1,200 150 staff hours

32. COMMUNITY DEVELOPMENT BLOCK GRANT STEERING COMMITTEE

History

On October 29, 1974, the City Council adopted the Model Cities proposal regarding the makeup of the Community Development Block Grant Steering Committee, but amended it to include two representatives from each target area. On November 5, 1974, the City Council called for a resolution ratifying the citizen participation structure. The motion was adopted.

The Committee presently consists of 12 members appointed by the City Council. The Committee consists of members from various interested agencies, boards, commissions, and planning areas.

Function

The Committee was charged with the identification, prioritization, and fiscal allocation of money to projects using community development block grant funds over the new three year period.

Analysis

The Committee is provided staff and secretarial support by the Planning Department. During the four months that it took the Committee to prepare the grant application, it is estimated that it required the time of two full time staff members, and the half time services of one secretary. The Committee is not presently meeting on a regular basis but plans to do so shortly to begin their evaluation process, and check on the status of their projects. The Committee will have the same assignment next year, that being the writing of the application for the block grant funds. One of the problems that faced the Committee this year was the amount of work that had to be done, and the short time in which they had to do it.

In a meeting with the Personnel Committee, the Community Development Block Grant Committee requested a reduction in membership to facilitate their decision-making process. Also discussed was the need to evaluate member representation with respect to the committee as a whole.

Cost Estimation

\$12,950 1,750 staff hours

33. THE GOALS COMMITTEE

The Goals Committee is being considered jointly with the Citizens Community Improvement Committee (Item #31).

34. GENERAL PLAN '75 COORDINATING COMMITTEE

History

By direction of the City Council, the Planning Department submitted a proposed work program for the General Plan review effort (General Plan '75). In that program was contained the outline for the General Plan '75 Coordinating Committee with staff recommendations on at-large representatives.

The program was adopted by the City Council on February 4, 1975.

Function

The Committee's charge is to assess the needs of the community and, while working with other interested agencies, commissions, and citizen groups, develop a plan to guide the further physical development of San Jose.

Analysis

The Committee is supported by 19 administrative staff members provided by the Planning Department. The staff members' responsibilities range from general coordination to direct liaison assistance in the Planning areas. The necessary secretarial support is also provided. The Committee holds regular meetings and has a large body of technical materials to digest and make recommendations upon.

At present, it is too early to assess the impact of the Committee.

Cost Estimation

\$154,432.00 19,944 staff hours

35. HOUSING ELEMENT TASK FORCE

History

This task force was created in August of 1972 by the City Council in response to a community mandate asking for greater citizen involvement of the developing of San Jose Housing Policy. The pre-existing group, the Housing Action Task Force, consisted primarily of City staff members and representatives of the building industry.

The task force consisted of 32 members as of May, 1974, but has dropped to a present membership of about six members.

Function

The task force was charged with the review and development of a set of guidelines dealing with fair housing practices in San Jose that were consistent with Federal guidelines and meeting the criteria necessary for Federal funding in this area.

Analysis

The task force is staffed by a member of the Planning Department, which also supplies the necessary secretarial support. Staff support was estimated 25% administrative, and 20%-25% secretarial from August 1972 to May of 1974.

During this time, the task force developed and implemented a 17 point housing policy and reviewed the housing element aspects of the Measure B study, Community Development Block Grant, the Livingston Blaney Report, and the Market Housing Proposal.

During the nine months prior to May of 1974, the task force held approximately 25 meetings. They have not formally met since that date. Staff has stated that the members of the task force had developed great expertise in the fair housing policy area. To insure continuity, staff has suggested that the membership remain intact if it is decided that the task force review the housing element of the General Plan '75 Study or review the implementation of the long term housing projects underway in San Jose.

Cost Estimation

\$6,240 1,040 staff hours

36. MEASURE B TASK FORCE

History

Measure B was approved by the San Jose voters on April 10, 1973. Refer to Ordinance 16764 (Measure B), and Ordinance 17659, extending provisions of Measure B to December 15, 1975.

The Task Force consists of seven members appointed by the Council.

Function

Measure B is an ordinance of the City of San Jose placing a two year restriction on zoning for residential purposes in neighborhoods where the total area of school building construction per pupil of estimated enrollment is below a certain standard; calling for the undertaking of studies, during the two year period, of issues relating to further residential development; and requiring an affirmative vote of five members of the City Council to overrule protests of school districts to certain zoning and permits.

The City Council created the Measure B Task Force to oversee the required study.

Analysis

The Measure B Task Force is staffed by members of the Office of Policy Research, who are conducting the required study. The study has developed many recommendations regarding planned growth and development, and the improving of quality of life for present and future citizens of San Jose. The report is in its last stages of completion.

Cost Estimation

\$100,000 Grant
30,000 3,120 staff hours
\$130,000

37. PARKING ADVISORY COMMITTEE

History

Resolution 39541, adopted May 3, 1971, determining the need for a parking authority and declared the City Council to be that authority. On May 24, 1971, the Council appointed a Parking Authority Advisory Committee consisting of seven members.

Function

The Committee makes recommendations to the Council regarding the specifications for new parking facilities, gives progress reports on sites under construction, and recommends parking rates for various areas.

Analysis

The Committee is provided administrative staff liaison by the Department of Public Works, and secretarial assistance as needed. It is estimated that seven hours administrative and seven hours secretarial are required per month for the staffing of the Committee. The Committee meets on a needs basis, but usually averages eight meetings a year.

Staff has suggested that the Committee put more emphasis on well planned downtown parking. Staff thinks that the Committee is productive and offers constructive advice to the City Council.

There are presently no scheduled meetings between the City Council and the Committee.

Cost Estimation

\$840 112 staff hours

38. PROJECT 75 STEERING COMMITTEE

History

The City Council created the Project 75 Steering Committee in 1974 to study the City's capital improvement needs and to make recommendation to the City Council in those areas in consideration for a bond election to be held in 1975.

The Committee consists of 25 members appointed at the pleasure of the Council. The membership is comprised of individuals from various planning areas, agencies, and public interest groups.

Function

The Committee was charged with the assessing and evaluation of the capital improvement needs of the City of San Jose. The Committee, working with and taking direction from the citizens of San Jose, compiled a list of priority items for the consideration of the City Council and citizens of San Jose. Items requiring the most immediate attention were placed before the citizens of San Jose in the form of a special bond election.

Analysis

The Committee is not meeting at the present time. Normally the Committee would disband upon the completion of a successful bond election. Due to the failure of the election and a continued need for capital improvement projects, there is a possibility the Committee will be asked to continue. If the Committee is asked to continue, the staff has stated it would probably be best not to change the membership, because it takes up to 3 to 4 months for a member to understand the complexities of the different funds, interrelationships of the issues, etc. If the Committee does continue, it will require the half time services of two professional staff and one secretary, plus part time personnel.

At a meeting of the Personnel Committee and the Projects '75 Steering Committee some discussion was held as to this body continuing and taking on a new direction, but no definite decision was made.

Cost Estimation

\$19,760.00 3,120 staff hours

39. SCHOOL PEDESTRIAN SAFETY COMMITTEE

History

On April 22, 1975, the motion was adopted on the recommendations of the Director of Public Works that the City Council approve and accept policy for organization of the School Pedestrian Safety Committee.

Function

The Committee's duties are to promote, guide, and coordinate all school traffic safety programs in San Jose.

Analysis

The Committee is provided administrative staff liaison by the Department of Public Works, Transportation Division. It is estimated that 16 hours administrative, and 12-16 hours secretarial time is needed to prepare for the Committee each month. The Committee meets on a monthly basis during the school year and as needed during the summer.

The Committee is concerned with the development of a better warrant system and new crossing guard qualifications. The Committee appears to be productive and moving in a positive direction.

Cost Estimation

\$2,400 400 staff hours

40. TENANT-LANDLORD HEARING COMMITTEE

History

This Committee was formed on or around April of 1971. A specific ordinance or resolution has not been identified.

As originally conceived, the Committee was to have six landlord representatives and six tenant representatives with one neutral member to prevent tie votes. Total number of members being 13.

Function

The Board was designed to hear complaints generated by either tenants or landlords concerning the various aspects of the rental agreement such as rent, rent payments, repairs, cleaning deposits, etc. It was hoped that problems generated by the tenant-landlord relationship could be resolved by a hearing of the Committee and avoid possible court litigation.

Analysis

The Committee is provided administrative staff liaison by the Building Department, who also provides the necessary secretarial support. It is estimated that 33% of a secretary's time and 33% of an investigator's time are required. The staff person assigned does an investigation into the complaints received and makes recommendations to the Committee.

The Committee meets on a regular basis and has handled approximately 120 cases, 60 of which had to be referred to Small Claims Court.

As developed by the Personnel Committee meeting with this committee, there are overlapping areas of responsibility that need to be coordinated. Specifically, they were addressing the relationships between this committee, the Housing Service Center, and the Office of Human Relations. This examination process should produce more clearly defined goals and areas of responsibility.

Cost Estimation

\$9,100 1,400 staff hours

Appendices



APPENDIX A

At the direction of the Personnel Committee a brief general survey was conducted to develop the estimated preparation and staffing costs for the various commissions, boards and committees. A more detailed survey is presently underway, geared to the identification of other cost factors not yet determined, when computing straight staff or secretarial time spent with a commission, board, or committee. It is intended that this initial listing be used informally to develop an idea of relative activity levels on the part of City personnel interfacing with these groups.

The figures primarily reflect preparation and staffing costs of professional and secretarial personnel on a 2080 hour, or one person year basis. The estimated time in preparation was multiplied by hourly averages commensurate with the level of staffing. When timely information was unavailable, cost projections were made on the basis of activity levels of similar commissions or boards. The costs are projected on present or 1974-75 fiscal year activity levels and do not take into consideration the implementation of any new programs.

COMMISSION, BOARD OR COMMITTEE	COST FIGURE
1. Airport Commission	\$ 4,900.00
2. Bicentennial Commission	31,750.00
3. Civil Service Commission	43,600.00
4. Environmental Commission	40,000.00
5. Fine Arts Commission	4,420.00
6. Historic Landmarks Commission	5,720.00
7. Housing Authority Commission	None
8. Human Relations Commission	38,200.00
9. Library Commission	3,200.00
10. Parks and Recreation Commission	14,120.00
11. Planning Commission	56,720.00
12. Public Solicitation Commission	8,000.00
13. Senior Citizens Commission	3,200.00
14. Sports Commission	3,200.00
15. Youth Commission	13,820.00
16. Advisory Board of Health	3,750.00
17. Board of Appeals of Building Code	None
18. Board of Appeals of Mechanical Code	None
19. Board of Appeals of Plumbing Code	940.00
20. Board of Appeals on Public Nuisance	5,640.00
21. Board of Boiler Advisory and Licensing	3,300.00
22. Board of Electrical Examiners	90.00
23. Board of License and Permit Appeals	2,000.00
24. Board of Review of Electrical Code	None
25. Civic Improvement Authority	None
26. Housing Board of Appeals	1,020.00
27. Plaza de Guadalupe Action Board	19,160.00
28. Affirmative Action Advisory Committee	5,000.00
29. Beautification Committee	800.00
30. Citizens Community Improvement Committee	3,000.00

COMMISSION, BOARD OR COMMITTEE	COST FIGURE
31. Committee for Removal of Architectural Barriers to the Handicapped	1,200.00
32. Community Development Block Grant Steering Committee	12,950.00
33. Goals Committee	3,000.00
34. GP 75 Coordinating Committee	154,432.00
35. Housing Element Task Force	6,240.00
36. Measure B Task Force	130,000.00
37. Parking Advisory Committee	840.00
38. Projects 75 Steering Committee	19,760.00
39. School Pedestrian Safety Committee	2,400.00
40. Tenant-Landlord Committee	9,100.00
TOTAL COST FIGURE	. \$655,472.00

APPENDIX A (REVISED)

This is a revised cost estimate for commissions, boards and committees and supercedes Appendix A of the Personnel Committee Report. These cost figures represent total staff and secretarial time, materials, and various other budgeted items necessary for the functioning of the commission, board or committee by the affected department.

Attached to this cost revision is a copy of the memorandum sent to the affected departments, detailing the information requested. These costs are based on present activity levels for fiscal year 1975-76.

<u>COMMISSION, BOARD OR COMMITTEE</u>	<u>COST FIGURE</u>
1. Airport Commission	\$ 11,550.00
2. Bicentennial Commission	31,750.00
3. Civil Service Commission	24,295.00 *
4. Environmental Commission	25,964.00 *
5. Fine Arts Commission	21,645.00
6. Historic Landmarks Commission	10,032.00
7. Housing Authority Commission	None
8. Human Relations Commission	38,200.00
9. Library Commission	***
10. Parks and Recreation Commission	8,156.00
11. Planning Commission	150,658.00 *
12. Public Solicitation Commission	15,411.00
13. Senior Citizens Commission	7,216.00
14. Sports Commission	4,434.00
15. Youth Commission	22,189.00
16. Advisory Board of Health	8,899.00
17. Board of Appeals of Building Code	85.00 **
18. Board of Appeals of Mechanical Code	30.00 **
19. Board of Appeals of Plumbing Code	93.00 **
20. Board of Appeals on Public Nuisance	85.00 **
21. Board of Boiler Advisory and Licensing	750.00
22. Board of Electrical Examiners	None
23. Board of License and Permit Appeals	None
24. Board of Review of Electrical Code	76.00 **
25. Civic Improvement Authority	None
26. Housing Board of Appeals	3,415.00
27. Plaza de Guadalupe Action Board	2,266.00
28. Affirmative Action Advisory Committee	2,295.00
29. Beautification Committee	800.00
30. Citizens Community Improvement Committee	1,352.00

<u>COMMISSION, BOARD OR COMMITTEE</u>	<u>COST FIGURE</u>
31. Committee for Removal of Architectural Barriers to the Handicapped	1,200.00
32. Community Development Block Grant Steering Committee	81,460.00
33. Goals Committee	None
34. GP 75 Coordinating Committee	95,323.00
35. Housing Element Task Force	865.00
36. Measure B Task Force	64,640.00
37. Parking Advisory Committee	3,485.00
38. Projects 75 Steering Committee	1,611.00
39. School Pedestrian Safety Committee	***
40. Tenant-Landlord Committee	2,970.00
TOTAL COST FIGURE	\$ 643,200.00

* This figure does not include budgeted personal and non-personal expenses.

** Estimated cost per meeting.

*** Information unavailable.

CITY OF SAN JOSE -- MEMORANDUM

TO	Department Heads, Office Directors	FROM	Robert E. Perez, Director
SUBJECT	Cost Analysis of Boards, Commissions and Committees	DATE	Office of Community Relations
APPROVED		DATE	

The Personnel Committee of the City Council has directed this Office to secure a detailed listing of actual or estimated costs respecting the boards, commissions, or committees that you prepare for and staff.

For several months now, the Personnel Committee has been reviewing the relationships of the various boards, commissions and committees to the City Council, departmental staff, and each other. Their intent is to prepare a list of recommendations for submission to the Council on this citizen participation process.

With the understanding that some of the information requested might not be applicable in every instance, we would like to develop the following:

I. Based on 2,080 hours as one man year, we would like to know what percentage of time (or hourly equivalent) and subsequent dollar cost is spent per year in preparation for your board, commission, or committee during normal business hours by:

- A. Managerial personnel
- B. Supervisory and professional personnel
- C. Secretarial personnel

II. Estimated compensatory time required per year for staffing of the Boards, Commissions, etc. after normal business hours by:

- A. Supervisory and professional personnel
 - 1. Projected dollar cost as time lost from normal business hours.
- B. Secretarial personnel
 - 1. Projected dollar cost as paid overtime required by Civil Service ruling.

III. At times a board or commission may require technical assistance or staff services from other line departments, such as the City Attorney's Office, Department of Public Works, Department of Parks and Recreation, etc. We would like to develop the following:

- A. The department that provides assistance.
- B. The type of service provided.
- C. The number of man hours provided per year.
- D. The projected dollar cost.

September 24, 1975

IV. Estimate of the cost of materials necessary for the yearly functioning of the board, commission, etc. i. e. agenda packets, minutes, mailings, duplicating.

V. How much has your office or department allocated for non-personal expenses of the board or commission?

- A. Travel
- B. Seminars, workshop fees
- C. Publications
- D. Entertainment, receptions, dinners, etc.
- E. Supplies and materials, if different from above

VI. The Personnel Committee would like a general estimate as to the number of staff personnel that might come into contact with the board, commission, or committee within the course of a year.

It is realized that some boards, commissions, or committees are intensively active during certain months requiring extensive staff support, some maintaining a constant activity level while others maintain low or non-existent levels of activity. We would like the cost estimates projected on a fiscal year basis. You might make mention of the relative activity of your board or commission.

Thank you for your cooperation in the preparation of this study. Any cost consideration that may have been missed in the preparation of this memo will be well received.



Robert E. Perez
Robert E. Perez, Director
Office of Community Relations

REP:RA:s1

APPENDIX B

AIRPORT DEPARTMENT

Airport Commission

CITY CLERK'S DEPARTMENT

Board of License and Permit Appeals
Citizen's Community Improvement Committee
Civil Service Commission
Goals Committee
Public Solicitation Committee

CITY COUNCIL

Bicentennial Commission
Housing Authority Commission
San Jose Civic Improvement Authority

FIRE DEPARTMENT

Boiler and Advisory Licensing Board

LIBRARY DEPARTMENT

Library Commission

OFFICE OF COMMUNITY RELATIONS

CITY MANAGER'S DEPARTMENT

Human Relations Commission

OFFICE OF ORGANIZATIONAL DEVELOPMENT

CITY MANAGER'S DEPARTMENT

Affirmative Action Advisory Committee

OFFICE OF POLICY RESEARCH

CITY MANAGER'S DEPARTMENT

Advisory Board of Health
Measure B Task Force

PARKS AND RECREATION DEPARTMENT

Fine Arts Commission
Historic Landmarks Commission
Parks and Recreation Commission
Senior Citizen's Commission
Sports Commission
Youth Commission

PLANNING DEPARTMENT

Community Development Block Grant Steering Committee
Environmental Commission
GP 75 Coordinating Committee
Housing Element Task Force
Planning Commission
Plaza de Guadalupe Action Board
Project 75 Steering Committee



PROPERTY AND CODE ENFORCEMENT

Board of Appeals of Building Code
Board of Appeals of Mechanical Code
Board of Appeals of Plumbing Code
Board of Appeals on Public Nuisances
Board of Electrical Examiners
Board of Review of Electrical Code
Committee for Removal of Architectural Barriers to the Handicapped
Housing Board of Appeals
Tenant-Landlord Committee

PUBLIC WORKS DEPARTMENT

Beautification Committee
Parking Advisory Committee
School Pedestrian Safety Committee

APPENDIX C
INVENTORY OF COMMISSIONS, BOARDS, COMMITTEES

Name	No. of Members	Term	Convenes	Function	Impact
COMMISSIONS					
1. Airport	7	4 years	2nd Mon. 7:00 P.M.	Advises Council on issues relating to Municipal Airport.	Airport Public Works
2. Bicentennial	14		As needed	Coordinates and directs community involvement for Bicentennial celebration.	General
3. Civil Service	5	6 years	1st Thurs. 4:00 P.M.	Charter commission, charged with overseeing the administration of City personnel, in accordance with Civil Service rules.	General
4. Environmental	11	1-4 years	2nd & 4th Mon. 7:30 P.M.		Planning Public Works
5. Fine Arts	9	4 years	1st & 3rd Tues. 5:30 P.M.	Advises on policy matters relating to arts, cultural enrichment programs and aesthetic conditions of the City.	Parks & Recreation
6. Historic Landmarks	9	4 years	3rd Tues. 7:30 P.M.	Advises Council on acquisition and preservation of historical sites and makes recommendations concerning objects located at Historical Museum.	Parks & Recreation
7. Housing Authority	5	4 years	3rd Tues. 7:30 P.M.	Oversees the activities of public housing program.	Community
8. Human Relations	17	3 years	4th Wed. 7:00 P.M.	Receives and investigates complaints of discrimination and neighborhood disputes. Conducts educational workshops and promotes understanding within the community. Advises and makes recommendations to Council on problem areas.	Community
9. Library	7	4 years	2nd Wed. 7:45 P.M.	Studies, reviews and advises Council on all matters concerning the Library System.	Parks & Recreation
10. Parks & Recreation	9	4 years	3rd Tues. 4:00 P.M.	Makes policy recommendations to Council concerning San Jose system of parks, playgrounds and recreational facilities. Reviews and makes recommendations on park design and development. Initiates and improves recreational programs.	Parks & Recreation Public Works
11. Planning	7	4 years	2nd & 4th Wed. 3:00 P.M.	Charter commission, empowered to advise and recommend to City Council matters relating to future physical development, land use-zoning and subdivision regulations.	Planning Public Works
12. Public Solicitation	7	4 years	1st Tues. 7:00 P.M.	Grants permits for solicitation of funds from public by charitable organizations.	Community

APPENDIX C (Continued)

	Name	No. of Members	Term	Convenes	Function	Impact
13.	Senior Citizens	11	3 years	2nd Wed. 2:00 P.M.	Advises Council on all matters concerning senior adults and how best they may be served.	Parks & Recreation
14.	Sports	9	4 years	1st Mon. 6:00 P.M.	Makes recommendations on utilization of sport facilities, amateur and professional, and programs presented. Assists in procuring and promoting sporting events.	Parks & Recreation
15.	Youth	9	2 years	2nd & 4th Tues. 6:30 P.M.	Seeks to foster greater involvement of youth in local governmental decision-making process.	Parks & Recreation
BOARDS, AUTHORITY						
16.	Advisory Board of Health	9	3 years	1st Thurs. 12:15 P.M.	Advises Council and Administration on all matters concerning health.	Community
17.	Board of Appeals of Building Code	5	*P/C	Occasionally, relatively inactive	Handles appeals concerning suitability of alternate materials and methods of construction — providing reasonable interpretation of provisions of Uniform Building Code.	Property
18.	Board of Appeals of Mechanical Code	5	P/C	Inactive — has not met for years	Heard appeals concerning suitability of alternate materials and methods of construction under Mechanical Code (pertaining to gas and heating flues, etc.)	None
19.	Board of Appeals of Plumbing Code	5	P/C	As needed	Hears appeals on Building Dept. refusal to approve methods of construction/materials not described in the Uniform Plumbing Code.	Property
20.	Board of Appeals on Public Nuisances	7	4 years	3rd Thus. 7:30 P.M.	Hears appeals on order of Building Inspectors declaring a building a "dangerous building" under San Jose Municipal Code.	Property
21.	Board of Boiler Advisory and Licensing	6	P/C	As needed	Self-explanatory	Business
22.	Board of Electrical Examiners	6	P/C	Inactive — County certification	City now recognizes County examinations and certificate of competency regarding electrical code.	None
23.	Board of License and Permit Appeals	5	2 years	2nd Thurs. 3:00 P.M.	Hears appeals to administrative denial or revocation of certain licenses and permits.	Business
24.	Board of Review of Electrical Code	5	P/C	Inactive — City Attorney	City Attorney rules that board did not have power to revise or create code.	None
25.	Civil Improvement Authority	8	P/C	As needed	Advise Council on planning and development of centralized inter-governmental civic center.	Planning

APPENDIX C (Continued)

	Name	No. of Members	Term	Convenes	Function	Impact	
26.	Housing Board of Appeals	5	3 years	1st Tues. 5:00 P.M.	Hears appeals on violations of minimum housing code provisions protecting health, safety and welfare of general public. Also hears appeals on housing or business relocation due to urban renewal.	Property	
27.	Plaza de Guadalupe Action Board	11	P/C	As needed	To advise Council on development of Plaza de Guadalupe.	Planning	
COMMITTEES, TASK FORCE							
28.	Affirmative Action Advisory Committee	9	P/C	Monthly 3:00 P.M.	Responsible for establishing an equitable ratio of representation within City government reflecting the racial/sexual makeup of the community; provides and encourages advancement opportunities; maintains and improves quality of City personnel and services.	General	
29.	Beautification Committee	10	P/C	Inactive		Property. Public Works. Parks & Recreation	
C-3	30.	Citizens Community Improvement Committee	27	P/C	4th Mon. 3:00 P.M.	Presently re-defining their purpose and scope.	General
	31.	Committee for Removal of Architectural Barriers to the Handicapped	23	P/C	2nd & 4th Wed. 1:30 P.M.	To provide greater mobility and access to public facilities within community for handicapped.	Property, Public Works, Parks & Recreation
	32.	Community Development Block Grant Steering Committee	12	P/C	As needed	Identify and prioritize needs of community and to recommend specific allocations for grant money.	Planning
	33.	Goals Committee				Established by C.C.I.C. C.C.I.C. is changing committee's emphasis toward Bicentennial and will appoint its members.	
	34.	GP 75 Coordinating	34	P/C	As needed	Comprised of individuals representing large and diverse groups and organizations within community. Will develop long range plan framework with Planning Dept. for submission to Council.	Planning
	35.	Housing Element Task Force	32	P/C	Not presently meeting	Developed fair housing guidelines and policy for City of San Jose.	Planning
	36.	Measure B Task Force	7	P/C	Monthly	Developing future residential zoning policies for City of San Jose.	Planning

APPENDIX C (Continued)

	Name	No. of Members	Term	Convenes	Function	Impact
37.	Parking Advisory Committee		P/C	As needed 7:30 A.M.	Receive citizen input on off-street parking programs as well as overall parking programs for San Jose.	Public Works
38.	Project '75 Steering Committee	28	P/C	As needed	To work with and identify needs of community, prepare specific bond recommendations for public consideration.	Planning
39.	School Pedestrian Safety Committee		P/C	3rd Thurs. 9:30 A.M.	To promote, guide and coordinate all school traffic safety programs in San Jose.	Public Works
40.	Tenant-Landlord Committee	6	P/C	3rd Mon.	Hears both sides of tenant/landlord controversies and makes non-binding decisions. An investigator reports facts back to committee.	Property

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